



STAFF REPORT

Report To: Parks and Recreation Commission

Meeting Date: October 2, 2018

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director
Dan Earp, Recreation Superintendent

Agenda Title: Director's Report: Non-substantive update on the department's recruitment for vacant positions; projects, programs and events; grants; Federal Lands Bill technical corrections; Residential Construction Tax; Carson City Railroad Association; Prison Hill OHV Master Plan; Shultz Ranch Park and Disc Golf Course naming; Request Tracker Work Order System; Park Ranger update; and Board of Supervisor's action items. (Jennifer Budge, jbudge@carson.org/Dan Earp, dearp@carson.org)

Staff Summary: Written report on Department activities and items requested by the Parks and Recreation Commissioners.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Board's Strategic Goal

Quality of Life

Background/Issues & Analysis

Recruitment for vacant positions: Full time Park Maintenance Worker position open closes 9/27. This is a new position recently added during last year's budget process as part of the department reorganization and cost savings. Initial recruitment was unsuccessful and this was the second recruitment.

Projects, Programs and Events:

Special Events at Mills/Fuji events update (*requested by Commissioner Keverer*):

Fuji Park: 26 reserved activities from large events to pavilion rentals.

Approximately (30) days of watering was lost due to irrigation shut offs that were directly related to special events at the facility. This equates to 3 months of irrigation in a 4 month period. We are just now seeing a good healthy recovery of turf at this facility. Heavy use areas (event sites) are still showing signs of stress and fatigue which will require some over seeding and winter maintenance.

Mills Park: 44+ reserved activities from large events to pavilion rentals.

Approximately (40) days of watering was lost due to irrigation shut offs that were directly related to special events at the facility. This equates to 3.25 months of irrigation in a 4 month period. Areas in the shade that have received minimum use are fully recovered at this time. The larger areas (big field and perimeter) are still showing signs of stress as well as areas that have not recovered and will need to be over seeded this fall. This facility is recovering well but will need some attention this fall to help with regrowth in order to facilitate events next season.

Park staff has done an excellent job monitoring turf and park conditions and making proper irrigation adjustments and scheduling as needed. This has required more time from our irrigation staff to change schedules, shut down areas within parks to allow watering in non-event areas and monitor turf conditions on a more frequent basis. In addition, we have implemented new policies and procedures regarding special events, putting more responsibility and ownership on the renter, rather than staff resources. For example, all parks should be returned to the condition found prior to the event (i.e. Pick up trash, equipment in good condition etc.) Large scale events that require portable restrooms by code, now have the restrooms facilities closed during events, so staff does not have to be stationed at the event and can provide other services throughout our park system.

Equipment Update: Based on previous discussions with the Commission, staff investigated the safety guidelines and requirements for stages. After consultation from an industry professional, it was determined that the two large stages do not meet current standards and there isn't staff certified to manage this activity. The stages are no longer available for rent and third party industry professionals are recommended to previous customers. All mobile bleachers were also inspected and are in safe condition; however, similar to the stages, bleachers are being taken out of circulation for rent, as the transport is significantly impacting this already aging equipment. Bleachers will remain on site at the various parks/sports complexes. Again, renters are being referred to third party professionals for this service. Nevada Day will most likely be the last time we provide bleachers for the general public at a non-city event.

Ross Gold Park Playground Rehabilitation: Replacement of an aging playground, with a universally accessible structure. Funded by Land and Water Conservation Fund Grant, Community Development Block Grant, and Residential Construction Tax. Bids came back more than \$60,000 over the engineer's estimate. Project will be value engineered and re-bid late winter for early spring construction. Playground and shade structure will most likely be demolished this fall due to safety concerns. Staff contacting granting agencies to obtain extensions.

Disc Golf Course: Parking lot complete, storage container installed. Course construction underway by volunteers from the Eagle Valley Disc Golf Association, in cooperation with the Foundation for Carson City Parks. Construction to be complete in 2019. Funded by a Land and Water Conservation Fund Grant, community donations, and Quality of Life Funds.

Shultz Ranch Park: Under construction, will be complete by early 2019. First new park constructed in over 12 years. Funding for the maintenance is through a Landscape Maintenance District, to which residents and the city jointly contributed.

Bob Boldrick Theater Renovations: \$600,000 project to replace seats, refinish floors, new paint and acoustical panels. Project is under design by the Dube Group and will go out to bid soon, with construction over the winter. Staff is planning a free community event to celebrate the renovation. Funding from RACC, Quality of Life, and CIP funds. Will result in a two month closure of the facility.

Aquatic Facility Renovations: \$550,000 project to remodel locker rooms and replaster the large indoor pool. Replaster project is currently out to bid and staff is finalizing quotes on the locker rooms. Upon successful bids within budget, project will be constructed this winter. Will result in a two month closure of the facility. Funding from Capital Improvement Fund and Quality of Life funds.

Recreation Update:

Sept. 22: Community Garage Sale, Pooch Plunge, Skate and Scooter Competition at Mills Park

Oct. 30: 2nd Annual Carson City BOO-nanza. Parks and Recreation has partnered with the Carson City Library to offer a fun and safe Halloween event. Over 40 local businesses have agreed to pass out candy, plus there will be games, crafts and other activities. Staff anticipates an attendance of 1500 children plus their families.

The Before and After School program has been renamed “Capita Kids Before and After School Program”
2018 Camp Carson average attendance: 120 Kids
2018 Before-School average attendance: 104 Kids
2018 After-School average attendance: 180 Kids

The Fall Activity Guide was published at the end of August. 15,000 copies were distributed throughout the community. The Winter Activity Guide is anticipated to be published in early December.

The recreation division offered several new programs over the summer such a photography classes, kids mountain bike camp, and a youth basketball camp.

Youth staff have partnered with the Carson City Library to host a Teen Leadership Committee. This committee is designed to improve teen programs in the community by getting input and help from teens in the planning process.

Federal Lands Bill Technical Corrections:

Congressman Amodei provided an opportunity for Carson City to address any outstanding items related to federal land disposals, acquisitions, or technical corrections with regard to the 2009 Omnibus Public Lands Management Act. Parks/Public Works staff had preliminary discussions with BLM on maintenance/management concerns, as well as options to encourage any funds to be set aside for future land acquisitions in the Carson City area. While this is only in the preliminary stages, staff will be sure to update the Parks Commission as discussions progress. There may be a presentation to the Board of Supervisors in October, pending progress and timing with federal legislative efforts.

Residential Construction Tax:

Ross Gold Park: Approximately \$214,000 earmarked for improvements, with approximately \$146,000 encumbered as match for grants to support the new playground project.

Funds collected: 2018: \$62,600.00 2019: \$68,000.00

Silver Oak portion: \$25,000 (FY17/18 & FY18/19) reimbursable per development agreement

Carson City Railroad Association:

Carson City Railroad Association has ceased operation of the railroad in Mills Park, due to limited staff and financial resources. CCRA conducted some media efforts and has raised approximately \$7,500. While this

is a great start toward the repairs needed for the track, this is not enough to get all of the track repairs complete and ensure a sustainable operation. CCRA submitted a one year funding plan to the Parks Foundation and the City and will need to develop a 5-year operational plan to get the operation per the Mayor's request.

Prison Hill OHV Master Plan: The National Off-Highway Vehicle Conservation Council received a planning grant for the motorized (south) portion of Prison Hill. Public meetings are complete and a draft plan will be considered by the Open Space Advisory Committee at their October 15 meeting.

Park Naming: The Department will initiate a social media campaign for the public to provide input and recommend names for the new park in Schulz Ranch, as well as the Disc Golf Course. Results will be tabulated for Park Commission consideration in early 2019.

Request Tracker: Parks implemented a work order system to track all tasks for park maintenance, operations and rangers. Currently, the system is only available to the Department, but will soon be accessible for all city employees. It not only tracks tasks, but can produce reports or other valuable data needed for operational and budgetary decisions.

Infrastructure Concerns:

- **Linear Path:** The path is closed from Freemont Elementary School to Freeway due to safety concerns from cracks in the asphalt. Repairs scheduled for mid-October by Spanish Springs Construction.
- **Mills Park Restroom/Cottonwood Trees:** A Cottonwood tree fell on one of the restrooms and smashed in the roof. Restroom is closed, staff getting quotes for repairs, and portable restrooms rented in its place. Public Works Arborists have been actively removing dead/dying limbs and inspecting these aging trees. Those trees that are rotted out on the inside and posing a safety risk are being removed. Staff has been planting new trees at the park to help replenish this important urban forest.
- **Fuji Park Pavilion:** A pavilion on the east side of the park had a structural failure. Facilities installed temporary braces and the area is fenced off. Structure is only 4 years old, working with manufacturer/engineer to resolve the structural issues.

FEMA projects outstanding: Centennial Park Tennis Court (closed), Empire Ranch Trail, playground mulch

DIRECTOR'S REPORT: PARK RANGER REPORT

I, John Costello, have been a Park Ranger for Carson City Parks, Recreation & Open Space for just under three years now. My partner, Allan Biddle, has been a Park Ranger for the department for seven years. Our work schedules during the summer months are very different from our hours during the winter months. For the most part, our schedules go along with sunset. During the summer months, a ranger is on until at least 10 p.m. During the winter months, a ranger is on until approximately 6 p.m. These schedules give Park Rangers the ability to enforce the rules and regulations of our parks and open spaces until dusk, year round.

As a Park Ranger, enforcement is a large part of what we do in order to control the amount of incidents in parks and open space areas. We try to protect the people from the resource, and the resource from the people. Even though we witness certain incidents firsthand, more times than not the incidents are brought to our attention by the public. It is our job to respond as quickly as possible, including efforts to increase patrols in a specific problem area/park. It is always nice to have more eyes and ears out there, considering there are only two park rangers for the city. We are lucky enough to get support from the Carson City Sheriff's Office as well. One specific issue in our parks has been the increase in the homeless population in Carson City. I have worked closely with the Sheriff's Office on this matter. It has been a collaborative effort to make sure that everyone is abiding by the rules and regulation of the parks during the day, and at night after the rangers go off duty. Some of the issues that have arisen at Mills Park have been fighting, litter, vandalism, and overnight camping by transients. In order to reduce issues, the park rangers have increased patrols during the day, and the sheriff's office has been going through at night to make sure everyone has vacated the park by 10:00 p.m. Another area we have been having some issues this year is the Lone Mountain Trail. On top of Lone Mountain has been a popular spot for transients to camp out for a night or two. I have picked up a couple dumpsites and red tagged a few camps on top of Lone Mountain this year. We continue to increase patrols and make our presence felt in that area, as we do in all of our areas that are high use.

One area that has been of emphasis in the last year has been building the interpretive program. We were lucky enough in the last year to have an AmeriCorp Vista member serve as our Education Outreach Coordinator. The main objective for the position was to create interpretive programs to get the community more involved in our parks and open spaces. The Education Outreach Coordinator created a Jr. Ranger program that involved kids in the community between the ages of 5-13. The kids would have to go through four Jr. Ranger programs in order to get their Jr. Ranger badges at the end. The topics for the Jr. Ranger events were: Leave No Trace Hike, Nature Navigation, Wildlife Walk, and Environmental Career Day. Our first Jr. Ranger program was a part of our Kids to Parks Day event out at Silver Saddle Ranch. I took the Jr. Rangers on a hike around Silver Saddle Ranch and we discussed Leave No Trace and why it is important. I discussed with the kids my occupation as a Park Ranger and what kind of schooling and training I've gone through, as well as what kinds of skills are required for the position. We had two food trucks, a variety of agencies that set booths up, as well as booths with activities for the kids. A couple of the booths for kids had face painting and kite making which was a big hit. Some of the groups that had booths set up were Nevada Division of Wildlife, Muscle Powered, and a local bee keepers group. Kids to Parks Day was our largest event involving Jr. Ranger. The second Jr. Ranger program was

Nature Navigation. We were lucky enough to partner with the Carson High School's Jr. ROTC program. The ROTC kids taught orienteering to the Jr. Ranger. We set out on the trail at Riverview Park and had the kid use a compass and map to find certain points within the park. The third Jr. Ranger program was our Wildlife Walk at Prison Hill. I taught the Jr. Rangers about local flora and fauna while we went for a short hike from the Clearview Trailhead. The fourth and final Jr. Ranger program was Environmental Career Day, which was held out at Carson River Park. The Jr. Rangers learned from professionals on what it takes to pursue a career in the environmental field. Our Park Ranger, Allan Biddle talked to the kids on how he became a park ranger and what kinds of skills are used in the position. There was a representative from Nevada Division of Wildlife that talked about the similar responsibilities to a park ranger and some of the major differences. Lynn Zonge with RCI was nice enough to present to the Jr. Rangers as well. Lynn talked about her occupation as a Fluvial Geomorphologist and Hydrologist and what education she earned. Once the final Jr. Ranger program was completed, the kids earned their Jr. Ranger badges. The interpretive programs and Jr. Ranger programs have been a positive for the department. We look to expand and improve upon the existing programs that we have in place, while also creating new programs based on what community members are interested in.

One last thing that I would like to add that doesn't necessarily pertain to parks specifically, but where the department was involved. Allan Biddle and I had the opportunity to teach Carson Middle School science students about local predators and prey. I taught three different classes, and each class was unique in that they all had different comments and questions. This was a rewarding experience for me. We brought along with us animal pelts, skulls, tracks and scat. We were able to purchase these materials because of donations that our Education Outreach Coordinator, Danielle Hatch received. It is an amazing feeling when you can leave a class room full of students knowing that they truly enjoyed what they learned that day. It's a good reminder of why I became a Park Ranger.

As a full time Park Ranger with Carson City for almost three years now, I look forward to my future with the department. I'm seeing first-hand the improvements that are being made for the park ranger program, in a collaborative effort with parks and open space. I'm grateful for the continued support of the department, as well as from the Parks and Recreation Commission. I'm thankful that I am given the opportunity to attend trainings that I feel will help me grow as a professional in the field. It's a pleasure to see the amount of impact the department has had on the community and its youth. I will continue to strive to help improve Carson City parks, and all that comes with representing the parks, recreation and open space department.

Carson City Board of Supervisors Action Items

JUNE 21, 2018

Presented by Public Works

- For Possible Action: 1) To approve and authorize the Mayor to sign a Grant of Permanent Easement across APN 010-034-01 and a Grant of Permanent Easement across APN 010-052-01 by Carson City (Grantor) to Paiute Pipeline Company (Grantee), for the installation and maintenance of a natural gas pipeline or pipelines and appurtenances, pursuant to NRS 244.279 which allows for the sale or lease of right-of-way to a public utility; and 2) to approve the Letter Agreement between Carson City and Paiute Pipeline Company including the Grantee's offer of compensation in the amount of \$13,350.00 for the permanent easements; and 3) to authorize the Finance Department to place the revenue in a separate line item in the Quality of Life account to be spent only on the subject properties for open space improvements, operations, and maintenance. (Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org). Staff Summary: The 2018 Paiute Pipeline Expansion Project will include the installation or replacement of pipeline facilities for approximately 8.46 miles in four segments through Douglas County, Lyon County and Carson City, Nevada. City staff has been coordinating with Paiute Pipeline Company regarding the design and easements required on Segment 2 and 3 of the project located in Carson City. Paiute Pipeline Company is requesting two permanent easements in Segment 2 for construction outside of the road right-of-way on property owned by the Carson City Parks and Open Space Department. The easements are needed for construction and maintenance associated with the project.
- For Possible Action: 1) To approve and authorize the Mayor to sign a Grant of Temporary Easements across APN 008-391-15 for the installation of a natural gas pipeline or pipelines and appurtenances, pursuant to NRS 244.279 which allows for the sale or lease of right-of-way to a public utility; and 2) to accept Grantee's offer of compensation in the amount of \$1,800 for the temporary easements and to authorize the Finance Department to place the revenue in a separate line item in the Quality of Life account to be spent only on the subject properties for open space improvements, operations, and maintenance. (Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org). Staff Summary: The 2018 Paiute Pipeline Expansion Project will include the installation or replacement of pipeline facilities for approximately 8.46 miles in four segments through Douglas County, Lyon County and Carson City, Nevada. City staff has been coordinating with Paiute Pipeline Company regarding the design and easements required on Segment 2 and 3 of the project located in Carson City. Paiute Pipeline Company is requesting two temporary easements in Segment 3 for construction outside of the road right-of-way on property owned by the Carson City Parks and Open Space Department. The easements are needed for construction and maintenance associated with the project.

JULY 19, 2018

Parks, Recreation & Open Space

- Presentation of a proclamation for Parks and Recreation Month, July 2018.
- Presentation and acknowledgment of donors and contributions to the Parks, Recreation and Open Space Department for fiscal year 2017-2018.
- Parks and Recreation Commission interviews and appointments of 3 members.

SEPTEMBER 6, 2018

Parks, Recreation & Open Space

- Adopt resolution number _____ to designate Carson City, NV as a Bee City USA affiliate (Lyndsey Boyer, lboyer@carson.org)
- Presentation from the Carson City Weed Coalition to provide an update to the Board of Supervisors and the public regarding the Coalition's efforts (Marena Disbro, mdisbro@carson.org)

- For Possible Action: To accept a \$250,000 Land and Water Conservation Fund Grant (\$250,000 city required match from the Quality of Life Fund-open space) and authorize the fee title acquisition of 206 acres south of the Timberline Subdivision and Vicee Canyon (APNs 007-091-66 and 007-293-29) from Gerald and Luanna Hamm for open space and passive recreation purposes; and authorize the Mayor, or named designee, to execute all documents related to same on behalf of the city. (Ann Bollinger, abollinger@carson.org).
- For Possible Action: To approve the Open Space Annual Report for 2017 and possible further action to provide feedback and direction to staff regarding the Work Plan for Fiscal Year 18-19. (Ann Bollinger abollinger@carson.org)

OCTOBER 4, 2018

Parks, Recreation & Open Space

- For Possible Action: To authorize the Parks, Recreation & Open Space Department to submit grant application(s) to the Forest Legacy Program and other programs for fee-title acquisition of 100 acres (APNs 007-031-23, 007-031-35 and 007-051-85) in the upper Clear Creek area along Highway 50 and Golf Club Drive for open space and passive recreation purposes and to authorize the Mayor to sign a letter of support. (Ann Bollinger, abollinger@carson.org)