



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** August 4, 2016

**Staff Contact:** Ann Bollinger, Open Space Administrator

**Agenda Title:** For Possible Action: To accept the recommendation of the Open Space Advisory Committee and approve the work program outline for the Fiscal Year 2016-2017. (Ann Bollinger, abollinger@carson.org)

**Staff Summary:** The attached report contains information regarding various activities conducted by the Open Space Division of the Parks, Recreation and Open Space Department. The work program outline is used to develop the budget and present an opportunity to provide direction and priorities to staff by the Open Space Advisory Committee and the Board of Supervisors. The work program outline is fairly lengthy and comprehensive. Projects with grant funding, timelines, and deadlines are considered a high priority.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 minutes

## **Proposed Motion**

I move to accept the recommendation of the Open Space Advisory Committee and approve the work program outline for the Fiscal Year 2016-2017.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

May 19, 2016: The Board of Supervisors approved the Carson City Final Budget for fiscal year 2017.

## **Background/Issues & Analysis**

Staff uses this opportunity to discuss the Open Space Division's projects and activities with the Board of Supervisors and identifies projects that are to be given higher priority in Fiscal Year 2016-2017. The Board has seen many of these items on the previous work program outline and separate agenda items related to grant application and awards. In this report, staff would like to highlight the specific references to the trails coordinator. The funding for this position is budgeted in the Quality of Life – Open Space Hourly/ Seasonal line item. In the past, two full-time seasonal maintenance positions were funded in this line item. Since the new full-time year-round Park Ranger was able to assume some of those work tasks, staff asked the Open Space Advisory Committee to consider a shift in the position and work tasks in order to meet current needs and demands. The trails coordination position will be a part-time year-round position.

The work program outline identifies several work tasks for the trails coordinator. Additional information can be found in the staff report from the Open Space Advisory Committee on April 18, 2016. Staff would also like to inform the Board that the Number 1 Action Item in the Unified Pathways Master Plan, adopted in 2006, recommended the hiring of a Pathways Coordinator.

## **Applicable Statute, Code, Policy, Rule or Regulation**

Carson City Municipal Code 13.06 – Open Space

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Not applicable.

**Alternatives**

- 1) Not to adopt a work program outline
- 2) Instruct staff to amend the work program outline

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

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The original staff report to the Open Space Advisory Committee on June 27, 2016 was revised based on comments. Those revisions are underlined.

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## OPEN SPACE ADVISORY COMMITTEE STAFF REPORT

**MEETING DATE:** June 27, 2016

**AGENDA ITEM NUMBER:** 3C

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

**REQUEST:** **For Possible Action: For Possible Action:** To recommend to the Board of Supervisors a work program outline for the Fiscal Year 2016-2017.

### **GENERAL DISCUSSION:**

The information below summarizes and organizes projects and other tasks being conducted in order to carry out the functions and responsibilities of the Open Space Program, as outlined by the provision of Chapter 13.06 of the Carson City Municipal Code. The information is organized into four main categories:

1. Management activities
2. Capital improvement projects
3. Planning activities
4. Land transaction activities

Most, if not all, of the projects identified below have been discussed previously with the Committee and in preparation of the budget for the next fiscal year. This work program outline provides an opportunity for the committee and the Board of Supervisors to discuss and request information and provide direction on the wide range of projects staff may work on in the future. The Committee should also note the work program outline is fairly lengthy and comprehensive. Currently, projects with grant funding (**identified in bold**), timelines, and deadlines are considered a high priority.

Attached to this report is the list of properties acquired through the Open Space Program and a map of the West Side Open Space Opportunities.

## 1. MANAGEMENT ACTIVITIES

Staffing	Starting with the new fiscal year, the Open Space Advisory Committee approved the transfer of funds from a part-time maintenance position to a part-time trails coordinator position. A job description will need to be written, interviews conducted, and person hired and trained.
Ash Canyon Road	Continue maintenance of the road from the water tanks to the west and utilize best management practices to alleviate erosion. <b>NDEP Nonpoint Pollution grants will assist with funding.</b>
Education (Schools)	Continue partnerships and participation on environmental education activities with River Wranglers, Carson High School, and others.
Fuels Reduction Projects	Staff will continue collaboration with the Fire Department’s efforts to manage fuels at the wildland-urban interface around town. The projects include sheep grazing on annual grasses, hand and mechanical treatments, chemical application, and reseeding efforts. The City has executed a cooperative agreement with NDF for fire suppression assistance and land rehabilitation.
Signage	Replace all BLM signs on the lands conveyed to Carson City.
Trail Maintenance	<ol style="list-style-type: none"> <li>1) Continue coordination with Muscle Powered on trail maintenance needs and opportunities</li> <li>2) With the new Trails Coordinator, actively plan and schedule work days for regular trail maintenance (inmate labor, Great Basin Institute, volunteer groups, etc.)</li> </ol>
Volunteer Opportunities / Activities	<p>There are three broad categories of volunteers with the Open Space Program: individuals, organizations, and community groups.</p> <p>Currently, there are two active individuals (one who primarily patrols on the west side and one who primarily assists in the Prison Hill Recreation Area with trash clean-up and trail repair), one official agreement with an organization (Muscle-Powered who assists with trail planning, construction, and trail maintenance), and several activities with community groups (Kiwanis Clubs, Scouts, etc.).</p> <p>When opportunities are available, the Great Basin Institute conducts field training on trail construction techniques in Carson City.</p>

<p>Volunteer Opportunities / Activities (continued)</p>	<p><u>Muscle Powered’s Trash Mob, a one hour concentrated effort to remove trash, occasionally hosts clean-up activities on open space properties. Additionally, participants in Carson City’s Easy Walk Program assist with trash pick-up and provides on-the-ground eyes and ears for other concerns.</u></p> <p>With the new addition of Silver Saddle Ranch, an official agreement with the Friends of Silver Saddle Ranch will need to be developed.</p>
<p>Weed Control</p>	<p>The Open Space Division provides office space and supervision of the Carson City Weed Coordinator as well as oversight of <b>grant funds</b>. Staff works with the Weed Coordinator to assure proper treatment of weeds across open space properties.</p>
<p>Wildlife Surveys</p>	<p><b>Related to the Southern Nevada Public Lands Management Act grant application and questions/concerns on the old Buzzy’s Ranch property</b>, staff will develop a plan to conduct wildlife surveys along several stretches of the Carson River. Surveys should be conducted throughout the river corridor in order to compare areas with and without current public access. The surveys should be conducted for a minimum of one year. Local groups and schools will be contacted for assistance.</p>

## 2. CAPITAL IMPROVEMENT PROJECTS

<p>Ash to Kings Trail</p>	<p>Complete the trail map for the kiosk(s) and wayfinding signage. <b>This project is funded through the Recreational Trails Program and the grant expires in 2016.</b></p>
<p>Disc Golf Course</p>	<p>While the disc golf course is not an open space project, the Natural Resource Specialist has been involved in the planning and design of the project. He is providing expertise for the protection of natural resources (soils, vegetation, and water drainages) and guidance towards minimizing impacts.</p>
<p>Eagle Valley Creek Crossing and Trail Extension</p>	<p>The bridge and trail construction were completed in December 2015. The final project component is the installation of trail signs, to be completed in 2016. <b>The project is funded by a SNPLMA-Parks, Trails, and Natural Areas grant for \$252,700.</b></p>

Golden Eagle Lane erosion and stabilization project	After torrential rains caused severe soil erosion on Prison Hill and eroding into the Carson River, staff has working to acquire funding to install improvements in the area. <b>Thus far, a grant in the amount of \$75,000 has been awarded from the Carson Water Subconservancy District. Staff is preparing a grant application to the State of Nevada Question #1 Program. Project construction is anticipated in 2017.</b>
Old Buzzy's Ranch Property	<ol style="list-style-type: none"> <li>1) <b>Ducks Unlimited was awarded a grant from the North American Wetlands Conservation Act for several projects throughout the Carson River watershed</b>, including wetlands enhancements at the old Buzzy's Ranch property. The draft construction drawings were reviewed and comments were submitted. Ducks Unlimited anticipates construction in 2016 or 2017.</li> <li>2) In the past, staff researched the options and costs for roof repair and rehabilitation of the old stone shed. Due to the rodent activity and associated health risks, a site clean-up would be required prior to any further planning and designs efforts. One quote estimated the minimum cost of \$17,000 plus project and construction management time. Demolition performed by the Public Works Department is estimated at \$2,000. Staff will return to the Committee for more discussion on this item.</li> </ol>
Prison Hill Recreation Area, 5 <sup>th</sup> Street Trailhead	<b>A grant application was submitted to the Recreational Trails Program for minimal improvements on the north end of Prison Hill.</b> If awarded, the design is anticipated to occur in the fall-winter and construction is anticipated in 2017.
Sierra Vista Lane	<b>Public Works has received a grant from the Federal Lands Access Program for improvement to Sierra Vista Lane and adjacent trailheads.</b> Because the trailheads are located on Open Space property (East Silver Saddle Ranch), staff and the Committee should be involved in the design.
Silver Saddle Ranch	<ol style="list-style-type: none"> <li>1) The roofs on several structures need to be repaired / replaced. Staff has walked through the property with the on-call consultant for cultural resources and is in the process of obtaining quotes from roofing contractors.</li> <li>2) In the past, there was a grass lawn at the Red House. There has been a desire to re-install a lawn as well as landscaping. In addition to the Red House, there are several trees around the White House Complex. Staff has worked with the Landscape Architect intern to develop landscaping plan; however, the water, water pressure and other related components also need to be addressed.</li> </ol>

<p>V&amp;T Trail, North of Combs Canyon Road</p>	<p>Recently, two easements were completed with the Eagle Valley Children’s Home – one across the V&amp;T and the second to link down to the Cancer Treatment Center. These easements were donated in honor of Art Hannafin.</p> <p>Along with other properties, Nevada State Lands has requested an application to officially use trails across their properties. Limited staff time has hindered work on the application. In addition, the last recommended action was to submit a letter and documentation regarding concerns associated with the historic railroad grade.</p> <p>The Open Space Program must obtain easements from private owners along the route. In the past, staff has received an agreement from NDOT to extend a single track, non-motorized trail to the Lakeview Subdivision. Unfortunately, that agreement expired after one year. A new application will need to be submitted.</p> <p>The actual trail improvements will be minimal, keeping a native and/or gravel surface.</p>
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### 3. PLANNING ACTIVITIES / REPORTS

<p>Annual Reports to the Board of Supervisors</p>	<p>To be completed upon OSAC review and approval.</p>
<p>Charges and Fees</p>	<p>Adopt a fee schedule for activities and events, particularly for Silver Saddle Ranch. The Draft Management Plan for the Carson River Area suggests that “current fees implemented by BLM will remain in effect for one year following the land transfer.”</p>
<p>Conservation Easement Monitoring</p>	<ol style="list-style-type: none"> <li>1) Conduct annual monitoring and reporting for Horsecreek Ranch.</li> <li>2) Conduct self-monitoring on the Ambrose Carson River Natural Area, Prison Hill, and Silver Saddle Ranch for assurance and compliance with the BLM Conservation Easement.</li> </ol>
<p>Development Plans</p>	<p>Continue to attend Major Project Reviews and review development plans regarding open space and trail recommendations.</p>
<p>Education and Information</p>	<ol style="list-style-type: none"> <li>1) Work with the Assessor’s Office to update/correct the database and identify Open Space properties.</li> <li>2) Work with GIS to update/correct the map identifying the shooting restrictions throughout Carson City.</li> <li>3) Continue to partner with the Carson Water Subconservancy District, the Chamber of Commerce, and others to conduct informational presentations.</li> </ol>

Education and Information (continued)	4) Partner with the University of Nevada Cooperative Extension on a full-day Youth Day Camp. August 1, 2016 will be the first attempt at this new experience. The initial ideas including talking about open space, plant identification and diversity, bird identification, wildlife habitats, water and watershed education, outdoor recreation, outdoor safety, and education about being good stewards of the land.
Federal Agency Plans and Project Reviews	Carson City BLM Resource Management Plan (RMP) / Environmental Impact Statement (EIS): Staff has participated as a cooperating agency on the update of the BLM RMP / EIS and, on behalf of Carson City, submitted comments on the draft plan. The BLM is developing the Proposed RMP / EIS to address the more than 30,000 public comments received and incorporate new information / guidance. Baseline data and existing management actions for several resources are being updated and will be included within Chapter 2 Alternatives and Chapter 3 Affected Environment. BLM anticipates release of the Final Environmental Impact Statement in Spring 2017. Staff will work with various Committees and the Board of Supervisors to provide further comments, if necessary.
Kings Canyon/ Waterfall Trailhead	With the new Trails Coordinator, research the potential developments or improvements of the Kings Canyon/Waterfall Trailhead with the U.S. Forest Service.
Nevada Stateline-to-Stateline Bikeway Project	<p>The Tahoe Transportation District received a \$12 million grant from the Federal Lands Access Program towards improvements along State Route 28. In addition to existing funds, the grant will fund construction of a three-mile section of pathway from Incline Village to Sand Harbor (also known as the North Demonstration Project).</p> <p>Similar to one section on the South Demonstration Project, the Nevada Department of Transportation is utilizing the Construction Manager-at-Risk (CMAR) process. Granite Construction was hired to act as the CMAR and is currently acquiring construction quotes. Bids should be presented at the NDOT Board in early August and construction on the parking area near Ponderosa Ranch and the tunnel at Tunnel Creek should begin this fall. Trail construction will likely occur during Spring 2017 and Spring 2018.</p>



Nevada Stateline-to-Stateline Bikeway Project (continued)	<p>In Carson City’s political jurisdiction, the segment from Sand Harbor State Park to Spooner Summit or also known as the “Central Corridor”, the U. S. Forest Service has been contracted to complete the Environmental Assessment (EA). The EA is expected to take one year to complete. The Incline Village General Improvement District, as well as Nevada Energy, are looking at the options to co-locate utilities within the trail corridor.</p> <p>Additionally, Washoe County has led the efforts for a Signage Master Plan along the bikeway including way-finding signage, vista points, etc.</p> <p>Staff will continue to attend stakeholder meetings.</p>
Old Buzzy’s Ranch Property – Conservation Plan	<p>Like Silver Saddle Ranch and related to the water rights acquisition identified elsewhere in this work plan, staff and the rancher needs to work with the Natural Resources Conservation Service to develop a conservation plan for the ranch. A conservation plan is a customized document that outlines the use and best management practices of the natural resources on the land. The plan defines and explains the resources in a simple, easy to understand manner. Typically, the plan will include land use maps, soils information, inventory of resources, engineering notes, and other supporting information.</p>
Ordinances	<p>Identify rules and regulations appropriate on open space properties, and develop ordinances for awareness and enforcement.</p>
Programmatic Agreement for Cultural Resources	<p>A Programmatic Agreement (PA) has been executed among Carson City, the BLM and the State Historic Preservation Office (SHPO) for the protection of cultural resources on all BLM properties exchanged to Carson City per the Omnibus Public Lands Management Act and the Bently acquisition. The PA requires annual monitoring by an appropriate professional or a certified Nevada Archaeological Site Steward. Staff has toured the historic sites with the SHPO Stewardship Coordinator. A training program needs to be developed (or modified from existing programs with federal agencies) to train volunteers for the stewardship of cultural resources.</p>
Signage	<p>With the new Trails Coordinator, develop standards for kiosks, trail wayfinding signs, interpretive signs, etc.</p>
Silver Saddle Ranch	<p>1) Assess and evaluate the structures, including the water and electric system, for compliance with Carson City codes and State regulations.</p>

Silver Saddle Ranch (continued)	2) Begin a Site Development Plan. A proposal will need to be developed and advertised. The goal is to identify future improvements at the ranch and a possibly submit a grant application to the Southern Nevada Public Land Management Act program in 2017.
Trails	<p>1) Continue working with various trails organizations on local and regional projects including the planning, construction and maintenance of all trails throughout Carson City. The organizations include Muscle Powered, Eagle Valley Trails Coalition, and the Eastern Sierra Trails Coalition as well as the Carson City Bicycle and Pedestrian Advisory Workgroup and Tahoe Bikeway Partnership.</p> <p>2) With the new Trails Coordinator, submit an application to the Nevada Division of State Lands for the use and management of trails on their lands.</p>
Vehicle Access and/or Recreation	<p>1) With the new Trails Coordinator, develop an OHV map for Carson City.</p> <p>2) Based on the Unified Pathways Master Plan (UPMP), identify roads / trails on city lands where off-road recreation is permitted. Improve signage and fencing in the Prison Hill Recreation Area, East Silver Saddle Ranch, and other locations. Work with the federal agencies towards improved signage and information for the public.</p>

#### 4. LAND TRANSACTIONS

Clear Creek / Nevada State Lands	<p>The Clear Creek Trail has been an ongoing collaborative trail project with many different public, private, corporate and non-profit partners since 2008. Currently, 8.5 miles of the Clear Creek Trail are complete, ending at the west property line of Nevada State Lands. In an effort to acquire an easement or land for the trail and trailhead, Carson City, per the desire by Nevada State Lands to maximize the value of their property, requested a Master Plan and Zoning Map Amendment. On December 4, 2014, the Board of Supervisors denied the request. In the last legislative session, the Governor signed AB15 authorizing Nevada State Lands to sell these properties for the purpose of providing funds for the repair and maintenance of the Stewart Indian School. Staff will keep apprised of discussions.</p>
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Freeway Multi-Use Path	Similar to the recent property acquisition from the Arraiz Family, the Parks Division may request assistance with acquisition of small, select areas of land for the south extension of the Freeway Multi-Use Path.
Lompa Lane Wetlands / Steinheimer Wetlands	The Lompa Lane / Steinheimer wetlands consists of 31 acres and is under the present ownership of Dwight Millard and Jim Bawden. Staff did not work on this item during 2015. The Public Works Department has also inquired about the property. Staff will inquire whether the new property manager can develop agreements to facilitate the donation.
Old Woods Ranch LLC	This 130-acre parcel is located just south of the Horsecreek Ranch conservation easement and includes the southern part of the irrigated pasture. The parcel was evaluated in 2007-2008 and an application was submitted to the FY 2010 Farm and Ranch Lands Protection Program for acquisition of a conservation easement. NRCS did not have sufficient funding to complete the transaction. <b>Staff is actively working with the family towards a conservation easement including an application for grant funding from the Forest Legacy Program.</b> The Nevada Division of Forestry is also working with the family to develop a forest stewardship plan.
Schulz Investments	Consisting of two parcels and 355 acres, these parcels are located along U.S. Highway 50 west and near the Hutchinson acquisition and Horsecreek Ranch conservation easement. Staff is actively working with the family on a conservation easement on 135 acres, possibly to be combined in a project with the Old Woods Ranch conservation easement.
W. Michael Fagen	Mr. Fagen owns 20 acres near the Clear Creek interchange on Highway 50 west. Staff has actively been working towards a fee title acquisition with Mr. Fagen. Due to financial limitations, Mr. Fagen is agreeable to a trade and/or other options. Currently, staff is reviewing a parks parcel for a potential trade. <b>Additionally, staff will prepare a grant application to the Land and Water Conservation Fund in late summer 2016.</b>
Water Rights	When agricultural lands were purchased, particularly the old Buzzy's Ranch property, the Committee and the Board of Supervisors emphasized the need to keep the pastures green. Currently, there is not a proposal. Rather, the item is identified here to inform the Committee that staff is working towards a solution.

**RECOMMENDED ACTION:** I move to recommend to the Board of Supervisors a work program outline for the Fiscal Year 2016-2017.

## Quality of Life – Open Space Budget

Approved by the Open Space Advisory Committee on April 18, 2016

Approved by the Board of Supervisors on May 19, 2016

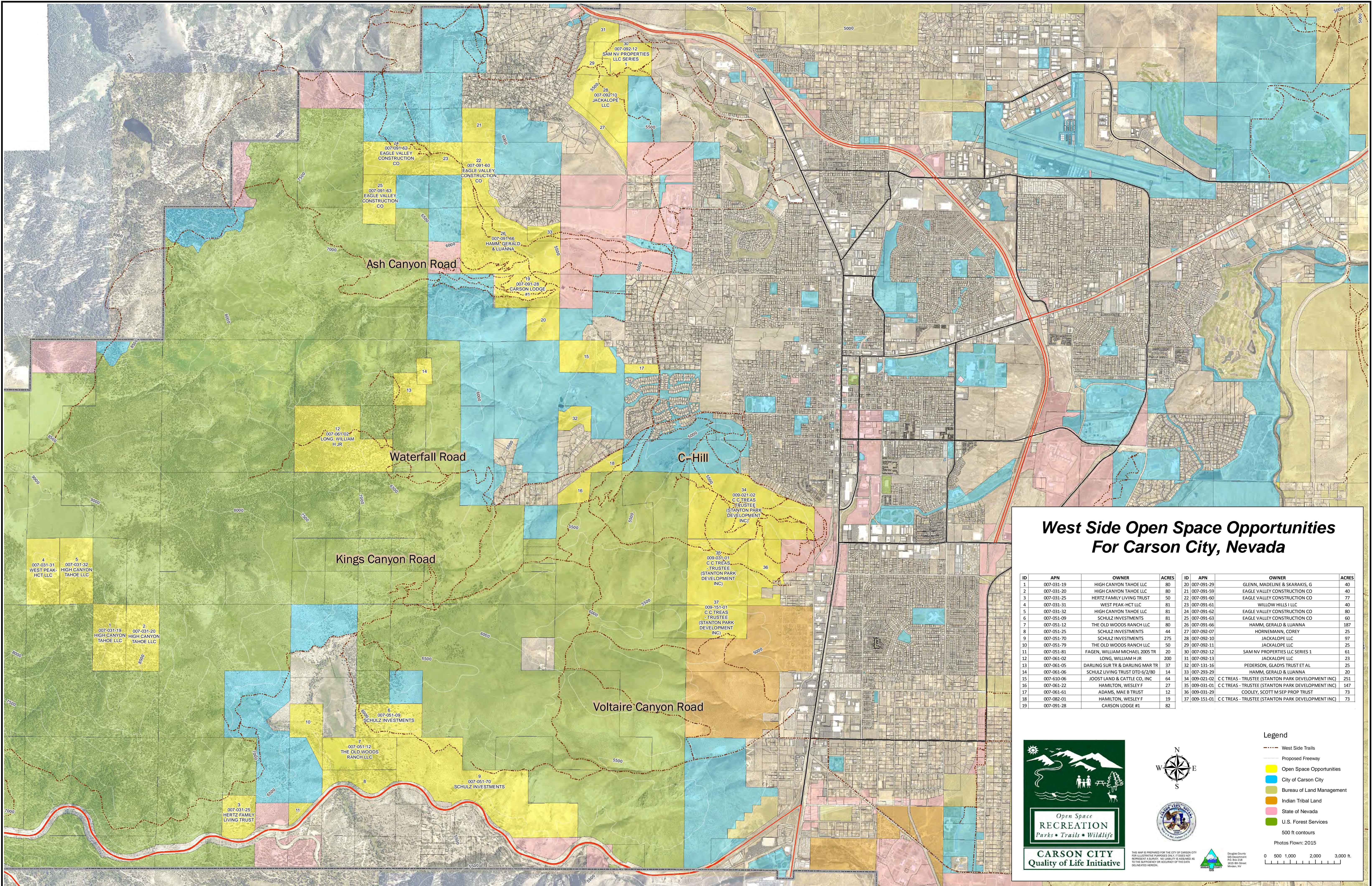
<u>ACCOUNT NUMBER</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
	<u>CURRENT</u>	<u>BUDGET</u>
	<u>BALANCE</u>	
	<u>(As of 6/9/16)</u>	
SALARIES	\$30,256	\$226,774
HOURLY/SEASONAL	\$12,091	\$59,104
EMPLOYEE BENEFITS	\$27,593	\$93,056
PROFESSIONAL SERVICES	\$40,475	\$100,000
TRAINING	\$1,092	\$5,000
SILVER SADDLE RANCH PHONE	\$1,200	\$1,200
SILVER SADDLE RANCH POWER	\$3,746	\$3,000
SILVER SADDLE RANCH HEATING	-\$563	\$4,000
MAINTENANCE/MANAGEMENT	\$97,536	\$200,000
MACHINERY/EQUIPMENT	0	\$36,000
FIRE SUPPRESSION	0	\$37,500
HORSECREEK STEWARDSHIP/MAN.	\$47,375	\$47,375
INMATE PAYROLL	0	\$1,500
TRAVEL	\$4,190	\$8,000
VEHICLE FUEL	-\$233	\$2,000
ISC GENERAL FUND	0	\$33,321
FLEET MANAGEMENT	0	\$3,522
LAND ACQUISITION	\$537,942	\$104,225
UNDESIGNATED	0	\$17,062

**Carson City Parks, Recreation and Open Space Department - Open Space acquisitions**

Updated: December 1, 2015

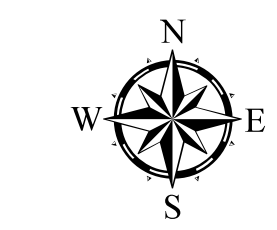
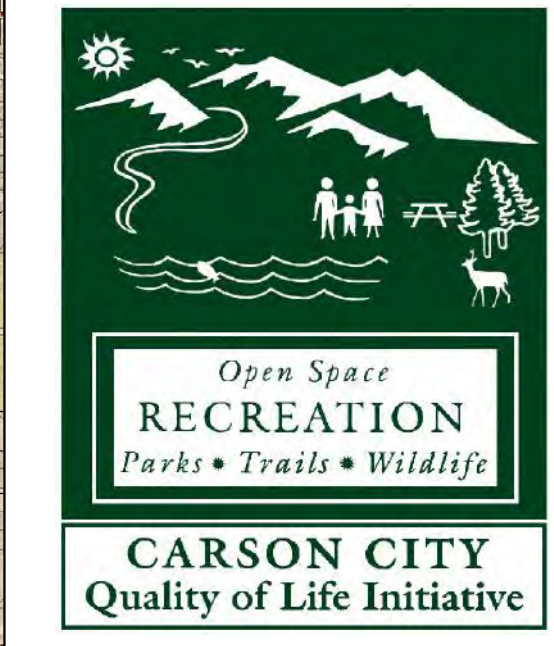
Carson City Ownership / Property Name	Acres	Date Acquired	Carson City Question 18	Grants / Supplemental Funding	Grant Funding Source	Purchase Price
Buzzy's Ranch						
Andersen acquisition	86.00	Aug 2007	\$ 1,750,000	\$ 1,750,000	State of Nevada Question 1	\$ 3,500,000
Jarrard acquisition	368.78	May 2010	\$ 931,048	\$ 2,793,000	State of Nevada Question 1	\$ 3,724,048
Carson River Canyon Open Space						
Bently acquisition	497.70	Jan 2012	\$ 876,796	\$ 513,900	Southern Nevada Public Land Management Act	\$ 1,390,696
Serpa acquisition	373.57	Jan 2011	\$ 2,065,775	\$ 1,075,000	State of Nevada Question 1	\$ 3,140,775
Freeway Multi-Use Path - Arraiz acquisition	0.65	Jan 2015	\$ 25,530	\$ 10,000	Carson City Regional Transportation Commission	\$ 35,530
Fulstone wetlands	8.62	Aug 2001	donation	--	--	\$ -
Golden Eagle Open Space	19.28	Mar 2007	\$ 170,930	\$ 129,070	State of Nevada Question 1	\$ 300,000
Horsecreek acquisition	374.91	May 2005	\$ 1,300,000	\$ 1,000,000	State of Nevada Question 1	\$ 2,300,000
Horsecreek conservation easement	175.33	Mar 2009	\$ 503,653	\$ 596,347	State of Nevada Question 1	\$ 1,100,000
Hutchinson acquisition	40.00	Dec 2006	\$ 100,000	\$ 300,000	State of Nevada Question 1	\$ 400,000
Joost acquisition	20.25	Nov 2012	\$ 390,000	--	--	\$ 390,000
Lompa wetlands	17.62	Aug 2001	donation	--	--	\$ -
Mexican Dam Open Space	64.31	Mar 2008	\$ 1,650,000	--	--	\$ 1,650,000
Moffat Open Space	17.80	Nov 2000	\$ 327,600	--	--	\$ 327,600
Morgan Mill Preserve Open Space	32.00					
PH Casey Preserve	77.01	Mar 2008	donation	--	--	\$ -
Potter acquisition	20.83	Oct 2013	\$ 225,000	--	--	\$ 225,000
Vidler / Hells Bells acquisition	39.02	Nov 2010	donation	--	--	\$ -
Wilson acquisition	111.28	Jan 2009	\$ 146,480	\$ 439,440	Forest Legacy Program	\$ 585,920
<b>Open Space Acquisitions</b>	<b>2,344.96</b>		\$ 10,462,812	\$ 8,606,757		\$ 19,069,569
<b>+ Lands Bill (USFS Exchange) - approx.</b>	<b>962.44</b>	Sep 2011			Transfer	
<b>+ Lands Bill (BLM Exchange) - approx.</b>	<b>3,589.05</b>	May / June 2015			Transfer	
<b>GRAND TOTAL</b>	<b>6,896.45</b>		\$ 10,462,812	\$ 8,606,757		\$ 19,069,569

Goni Canyon - open space protection agreement until Dec 16, 2034	40.00		donation	--	--	\$ -
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## West Side Open Space Opportunities For Carson City, Nevada

ID	APN	OWNER	ACRES	ID	APN	OWNER	ACRES
1	007-031-19	HIGH CANYON TAHOE LLC	80	20	007-091-29	GLENN, MADELINE & SKARAKIS, G	40
2	007-031-20	HIGH CANYON TAHOE LLC	80	21	007-091-59	EAGLE VALLEY CONSTRUCTION CO	40
3	007-031-25	HERTZ FAMILY LIVING TRUST	50	22	007-091-60	EAGLE VALLEY CONSTRUCTION CO	77
4	007-031-31	WEST PEAK-HCT LLC	81	23	007-091-61	WILLOW HILLS I LLC	40
5	007-031-32	HIGH CANYON TAHOE LLC	81	24	007-091-62	EAGLE VALLEY CONSTRUCTION CO	80
6	007-051-09	SCHULZ INVESTMENTS	81	25	007-091-63	EAGLE VALLEY CONSTRUCTION CO	60
7	007-051-12	THE OLD WOODS RANCH LLC	80	26	007-091-66	HAMM, GERALD & LUANNA	187
8	007-051-25	SCHULZ INVESTMENTS	44	27	009-021-07	HORNEMANN, COREY	25
9	007-051-70	SCHULZ INVESTMENTS	275	28	007-092-10	JACKALOPE LLC	97
10	007-051-79	THE OLD WOODS RANCH LLC	50	29	009-021-11	JACKALOPE LLC	25
11	007-051-81	FAGEN, WILLIAM MICHAEL 2005 TR	20	30	007-092-12	SAM NV PROPERTIES LLC SERIES 1	61
12	007-061-02	LONG, WILLIAM H JR	200	31	007-092-13	JACKALOPE LLC	23
13	007-061-05	DARLING SUR TR & DARLING MAR TR	37	32	007-131-16	PEDERSON, GLADYS TRUST ET AL	25
14	007-061-06	SCHULZ LIVING TRUST DTD 6/2/80	14	33	007-293-29	HAMM, GERALD & LUANNA	20
15	007-610-06	JOOST LAND & CATTLE CO, INC	64	34	009-021-02	C C TREAS - TRUSTEE (STANTON PARK DEVELOPMENT INC)	251
16	007-061-22	HAMILTON, WESLEY F	27	35	009-031-01	C C TREAS - TRUSTEE (STANTON PARK DEVELOPMENT INC)	147
17	007-061-61	ADAMS, MAE B TRUST	12	36	009-031-29	COOLEY, SCOTT M SEP PROP TRUST	73
18	007-082-01	HAMILTON, WESLEY F	19	37	009-151-01	C C TREAS - TRUSTEE (STANTON PARK DEVELOPMENT INC)	73
19	007-091-28	CARSON LODGE #1	82				



**Legend**

- West Side Trails
- Proposed Freeway
- Open Space Opportunities
- City of Carson City
- Bureau of Land Management
- Indian Tribal Land
- State of Nevada
- U.S. Forest Services
- 500 ft contours
- Photos Flown: 2015

0 500 1000 2000 3000 ft.

**OPEN SPACE ADVISORY COMMITTEE  
STAFF REPORT**

**MEETING DATE:** April 18, 2016

**AGENDA ITEM NUMBER:** 3E

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

**REQUEST:** **For Possible Action:** To recommend to the Board of Supervisors approval of the FY 2016-2017 budget for the Quality of Life - Open Space account.

**GENERAL DISCUSSION:**

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 February 2016, the Committee reviewed the carryover amounts and amended budget for Fiscal Year 2015-2016. Carryovers are monies which may be reallocated from the balance of funds from the previous year. Likewise, any remaining funds from Fiscal Year 2015-2016 will be provided to staff in December 2016.

For Fiscal Year 2016-2017, the estimated revenue for the Quality of Life – Open Space budget is \$984,274. The table below includes the line items of most interest and/or discretion by the Committee. Some items cannot be changed, but they are listed below for your information. Staff highlighted select items in **bold** and would like further review and discussion by the Committee. The Open Space staff recommends that the following accounts be budgeted as follows:

<u>ACCOUNT NUMBER</u>	<u>FY 15-16</u>		<u>FY 16-17</u>
	<u>AMENDED BUDGET</u>	<u>CURRENT BALANCE</u> <i>(As of 4/7/16)</i>	<u>PROPOSED BUDGET</u>
SALARIES <sup>1</sup>	\$206,316	\$71,694	\$226,774
<b>HOURLY/SEASONAL<sup>2</sup></b>	<b>\$50,000</b>	<b>\$21,689</b>	<b>\$59,104</b>
EMPLOYEE BENEFITS	\$99,122	\$45,434	\$93,056
<b>PROFESSIONAL SERVICES<sup>3</sup></b>	<b>\$75,100</b>	<b>\$54,949</b>	<b>\$100,000</b>
TRAINING	\$5,000	\$1,272	\$5,000
SILVER SADDLE RANCH PHONE	\$1,200	\$1,200	\$1,200
SILVER SADDLE RANCH POWER	\$5,000	\$4,104	\$3,000
SILVER SADDLE RANCH HEATING	\$2,000	-\$296	\$4,000
MAINTENANCE/MANAGEMENT	\$200,000	\$113,642	\$200,000
<b>MACHINERY/EQUIPMENT<sup>4</sup></b>	<b>0</b>	<b>0</b>	<b>\$36,000</b>
FIRE SUPPRESSION <sup>5</sup>	\$37,500	0	\$37,500

<u>ACCOUNT NUMBER</u>	<u>FY 15-16</u>		<u>FY 16-17</u>
	<u>AMENDED BUDGET</u>	<u>CURRENT BALANCE (As of 4/7/16)</u>	<u>PROPOSED BUDGET</u>
HORSECREEK STEWARDSHIP/MAN. <sup>6</sup>	\$47,375	\$47,375	\$47,375
INMATE PAYROLL <sup>7</sup>	0	0	\$1,500
TRAVEL	\$8,000	\$4,560	\$8,000
VEHICLE FUEL <sup>8</sup>	\$1,000	\$517	\$2,000
ISC GENERAL FUND <sup>9</sup>	\$35,720	\$35,720	\$33,321
FLEET MANAGEMENT	\$3,375	0	\$3,522
LAND ACQUISITION	\$537,942	\$537,942	\$104,225
UNDESIGNATED	0	0	\$17,062

Footnotes:

- Salaries:** In Fiscal Year 2015-2016, the new park ranger worked just seven months. The \$20,000 increase for salaries reflects a full year of work for the new park ranger as well as anticipated merit increases.
- Hourly/Seasonal:** In Fiscal Year 2015-2016, this account paid \$14,000 each for two full-time summer seasonal park maintenance workers which was shared with the Parks Division, \$15,000 for the Weed Coordinator (including \$10,000 from the Carson Water Subconservancy District), and \$5,500 for the Silver Saddle Ranch Host/Caretaker.

With the new addition of a permanent/full-time park ranger, the maintenance needs are starting to be addressed on a near-daily basis. Therefore, staff is proposing to change one park maintenance position to a year-round/part-time Trails Coordinator. After research on other positions throughout the country and the professional nature of the position, it is staff's recommendation to add \$9,000 to the annual pay.

Not only is the justification based on the increasing demand for trails and trail information throughout the community, but it was identified as Action Item #1 in the 2006 Unified Pathways Master Plan (UPMP) and recently in the Management Plan for Open Space and Parks in the Carson River Area.

Unified Pathways Master Plan, Chapter 12:

*Hire a Pathways Coordinator to have overall responsibility for coordinating the planning and design of all pathway projects (on- and off-street) and assist with the safe route to schools program, including pedestrian sidewalks and bikeways. In addition, this individual would apply for grants to implement the UPMP and could acquire funds which outweigh City's salary expenses. Recommendation: Assign the Pathways Coordinator to the Parks and Recreation Department. Ensure that this person is included in the design review/sign-off process for subdivisions, rezoning, and issuing of building permits.*



Since the proposal is only a part-time Trails Coordinator funded by the Open Space budget, it is anticipated that work duties would primarily support the Open Space Program. The Trails Coordinator would assume responsibility for meetings, tasks, and other trails-related projects currently managed by various staff. In addition to the current projects, the Trails Coordinator would be assigned other incomplete projects due to their complexity and staff workload. Examples are identified below:

#### Current Projects

##### Local and Regional Meetings

- Carson City Bicycle and Pedestrian Advisory Workgroup
- Eastern Sierra Trails Coalition
- Nevada Stateline-to-Stateline Bikeway
- State Route 28 Corridor Management Plan
- Tahoe Bikeway Partnership

##### Events

- Epic Ride mountain bike event

##### Grants

- Prison Hill Recreation Area, 5<sup>th</sup> Street Trailhead
- Southern Nevada Public Land Management Act

##### Planning Efforts

- Carson City – Review proposals for subdivisions, rezoning, and issuing of building permits; attend Major Project Review meetings; and submit comments on behalf of the department
- Muscle Powered

#### Future/High Priority Projects

- Actively plan and schedule work days for regular trail maintenance (inmate labor, Great Basin Institute, volunteer groups, etc.)
- Develop an OHV map for Carson City
- Develop standards for kiosks, trail wayfinding signs, interpretive signs, etc.
- Potential development/improvement of the Kings Canyon/Waterfall Trailhead
- Submit an application to the Nevada of State Lands for the use and management of trails on their lands

- 3. Professional Services:** In anticipation of consultant services for a Site Development Plan for Silver Saddle Ranch and adjacent areas, staff is recommending an increase in professional services.

Additionally, staff recommends \$5,000 to be earmarked to the U.S. Forest Service (USFS) for expedited environmental review on two projects proposed by Muscle Powered – the Capital to Tahoe Rim Trail and Lincoln Bypass Trail. Not only would these non-motorized recreation routes add new opportunities for residents and visitors, but they are also highly desired routes for future events of Epic Rides. Muscle Powered is

recruiting volunteers to conduct the field surveys and complete environmental documents for the USFS. The USFS requires funding to conduct expedited review. When completed, the Carson City Visitors Bureau has offered to provide \$10,000-\$20,000 as a match on a grant application to the Recreational Trails Project. The ambitious goal is to complete the field assessments in Summer/Fall 2016 and start trail construction as early as 2017.

4. **Machinery/Equipment:** With an increased number of staff, there is an increased need for a third vehicle.
5. **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.
6. **Horsecreek Stewardship/Management:** This line item cannot be revised by the Committee. Upon agreement of the Conservation Easement for Horsecreek Ranch, Mr. Fagen generously donated \$50,000 towards the land stewardship.
7. **Inmate Payroll:** The Parks, Recreation, and Open Space Department has an agreement with the Northern Nevada Correction Center 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.
8. **Vehicle Fuel:** With a second vehicle, the vehicle fuel amount was doubled.
9. **ISC General Fund:** This is the cost allocation plan prepared by Mahoney and Associates. 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. The Quality of Life pays just 2% of the total costs allocated city-wide.

**RECOMMENDED ACTION:** I move to recommend to the Board of Supervisors approval of the FY 2016-2017 budget for the Quality of Life - Open Space account.