



# STAFF REPORT

**Report To:** Open Space Advisory Committee

**Meeting Date:** October 15 2018

**Staff Contact:** Jennifer Budge, CPRP, Parks, Recreation & Open Space Director

**Agenda Title:** Review, discussion and possible approval of the Open Space Advisory Committee quarterly schedule for 2019. (Jennifer Budge, CPRP, [jbudge@carson.org](mailto:jbudge@carson.org))

**Staff Summary:** The Board of Supervisors directed the Open Space Advisory Committee to meet four times per year. This item, if approved, will establish the Committee's meeting schedule for 2019.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

## **Proposed Motion**

"I move to approve the Open Space Advisory Committee's schedule for 2019."

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

April 19, 2018 (excerpt): The Board of Supervisors directed the Open Space Advisory Committee meet four times per year and recommended two joint meetings with the Parks and Recreation Commission. The District Attorney's staff was directed to draft the required amendments to the Carson City Municipal Code to ensure NRS compliance for the Open Space Advisory Committee; and requested the Parks Director report back to the Board in eighteen months.

## **Background/Issues & Analysis**

In April 2018, the Board of Supervisors considered an item from the City Manager to consolidate the Parks and Recreation Commission and the Open Space Advisory Board. Based on a lengthy discussion and public comment, it was determined that while the two advisory boards are to remain separate, there is a need for cross communication between the boards, board development, and to further support the Department reorganization and reduce operational silos. Additional comments were made to reduce the length of meetings and reduce impacts on staff for agenda packets preparation.

Currently, the Open Space Advisory Committee is scheduled to hold meetings the 3rd Monday of every other month at 5:30pm, for a total of six meetings per year (February, April, June, August, October, December). With the popularity of the Sierra Room there are limited scheduling options, but the following option is available for the Committee's consideration for the 2019 schedule:

Third Monday of the month (except February due to Presidents Holiday): February 25, April 15, August 19 and October 21, 2019.

Joint meetings would be scheduled as needed, but could tentatively be scheduled for June 17 and December 3, 2019 unless otherwise recommended by the Open Space Advisory Committee or the Parks and Recreation Commission.

**Attachments**

- Board of Supervisor Meeting Minutes- April 19, 2018, item 23.

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

CCMC 13.06.070 Open Space Advisory Committee  
NRS 244.3071-30792

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

Reducing the number of regular meetings by both the Open Space Advisory Board and the Parks and Recreation Commission will reduce staff administrative time for the District Attorney's Office, Clerk-Recorder, Information Technology, and Parks staff.

**Alternatives**

Open Space Advisory Commission to discuss and recommend an alternative schedule not identified in options provided.

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Supervisor Bagwell moved to approve the purchase of a new Type 1 fire truck from the HGAC Buy Program cooperative purchasing agreement for the Carson City Fire Department, for a not-to-exceed amount of \$613,230.48, less the \$14,688 allowed for a pre-pay, to be funded from the Capital Vehicle Replacement Account. Supervisor Abowd seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	Supervisor Brad Bonkowski
<b>ABSTAIN:</b>	None

**22. FIRE DEPARTMENT - POSSIBLE ACTION TO APPROVE AN INTERLOCAL CONTRACT AND OPERATING PLAN, BETWEEN THE UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT, THE UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE, HUMBOLDT-TOIYABE NATIONAL FOREST, AND THE CONSOLIDATED MUNICIPALITY OF CARSON CITY, AND TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT ON BEHALF OF CARSON CITY (11:13:45)** - Mayor Crowell introduced this item, and Fire Chief Sean Slamon reviewed the agenda materials. In response to a comment, Chief Slamon discussed the benefits of the interlocal contract. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to enter into an Interlocal Contract and Operating Plan, between the Bureau of Land Management, USDA Forest Service, Humboldt-Toiyabe National Forest, and the Consolidated Municipality of Carson City, and to authorize the Mayor to sign the Agreement on behalf of Carson City. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained public comment and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Abowd, Bagwell, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	Supervisor Brad Bonkowski
<b>ABSTAIN:</b>	None

**23. CITY MANAGER**

**23(A) POSSIBLE ACTION TO ACCEPT THE CULTURAL COMMISSION'S 2017 / 18 ANNUAL REPORT AND APPROVE THE COMMISSION'S 2018 / 19 WORK PLAN (11:16:33)** - Mayor Crowell advised that this item would be deferred to a future meeting.

**23(B) POSSIBLE ACTION TO CONSOLIDATE THE OPEN SPACE ADVISORY COMMITTEE AND THE PARKS AND RECREATION COMMISSION INTO ONE FORMAL ADVISORY BOARD TO BE RENAMED AS THE PARKS, RECREATION, AND OPEN SPACE COMMISSION; AND TO AUTHORIZE THE CITY MANAGER TO INITIATE RECRUITMENT**

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**FOR THE COMMISSION; AND TO DIRECT THE DISTRICT ATTORNEY'S OFFICE TO DRAFT AMENDMENTS TO THE APPROPRIATE CARSON CITY MUNICIPAL CODES FOR FUTURE BOARD OF SUPERVISORS CONSIDERATION TO SUPPORT THESE ACTIONS** (11:16:41) - Mayor Crowell introduced this item. Mr. Marano provided background information and an overview of the agenda materials and correspondence received. Mr. Marano and Parks, Recreation, and Open Space Department Director Jennifer Budge responded to questions of clarification. Extensive discussion followed.

Mayor Crowell entertained public comment. (11:48:23) Parks and Recreation Commission Vice Chair Donna Curtis referenced her email correspondence; compared her expertise and those of the Parks and Recreation Commissioners to the Open Space Advisory Committee members; and discussed her concerns regarding "the overlap" between the Parks and Recreation Commission and the Open Space Advisory Committee and the length of meetings.

(11:52:15) Open Space Advisory Committee Member Bruce Scott expressed appreciation to the Board for the opportunity to discuss the subject matter. "... after having given this a lot of thought and having actually worked for the passage of Question #18, with a primary, personal focus of getting the indoor pool ..., I would call myself pretty inadequate when it comes to active recreation and maybe a little bit better when it comes to open space but I understand the overall situation. I really feel that the action in front of you, for combining these ... committees / commissions should be not approved by the Board of Supervisors. I think the two independent groups, while we've heard some things this morning that would definitely be efficiency improvements ..., they do have a significantly different mission. I personally think a lot of what you heard today about coordination between the committee and the commission ... can happen at the staff level and if the ... Open Space Advisory Committee and the Parks and Rec Commission are operating efficiently ..., I think we can minimize some of ... what's been identified as overlap. Frankly, some of the overlap is informational and I think is valuable and I don't view it as necessarily a negative as long as both boards aren't having extensive hearings and acting on the same things. If we have that, we do have a joint meeting approach which we've had in the past and we had for the Silver Saddle Ranch major grant application we put together and were successful on.

"I personally think that I'm not a very good person when it comes to soccer or Pop Warner or some of the more intense, active recreational areas and I think the value of the history and the passion of the Open Space Advisory Committee is well worth retaining and is a big value to Carson City. ... You have a lot in front of you. ... in my ... summarizing of this, I don't think the system is particularly broken. I don't think combining the ... commission and the committee is that beneficial and I think you risk the opportunity of a chance of losing some of the passion that exists in Open Space that maybe isn't quite the same for some of the more active recreation and I think there's some active recreation folks, if we think about Pete Livermore and his legacy in active recreation, that may be focused more on those kinds of areas. ... in summary, I would be happy to answer questions but I would strongly urge you to leave the two as separate bodies.

"The idea of having a Board member active on Open Space Advisory I think would be welcomed by the committee members. We haven't discussed it but I'm sure they would welcome that. We need all the advocates we can get." In response to a question, Mr. Scott expressed the opinion that more frequent joint meetings may be beneficial. He reiterated that some of the matters which may be identified as "overlaps could be handled at the staff level and not necessarily require a joint meeting."

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(11:57:50) Mark Kimbrough reviewed his City advisory committees and commissions service experience and his education and work experience. He discussed the separate missions of parks and recreation and open space, and expressed support for maintaining the two as separate. He described the proposal to combine the two committees as “penny-wise and pound foolish,” but expressed confidence that Ms. Budge will manage the Board’s decision well.

(12:04:57) Jude Greytak introduced herself as a 37-year citizen of Carson City. “Open space is a very important component of my appreciation of this beautiful City that we have.” Ms. Greytak expressed adamant opposition to “dissolving ... the Open Space Committee. ... I just want to point out, ... the Carson City Parks and Recreation Commission oversees sports complexes, shooting facilities, the air park, the Roberts House, Eagle Valley Golf Course, the MAC ..., the Community Center, the Aquatic Facility, Cemeteries, huge parks like Fuji and Mills Parks as well as many, many neighborhood parks.” Ms. Greytak inquired as to whether the Board would “put open space down there with that list. ... The 40 / 40 split, in my mind, was not just dollars but values to the community; that the open space has a significant impact on our way of life and I hate to see that diminished. As far as I’m concerned, the fiscal problem ... is well worth the money. Also, as far as public input and having people come to the meetings, we found out about this agenda by a phone call of a friend ...” In response to a comment, Mayor Crowell clarified the process associated with timing of the subject item.

(12:07:30) Trisha Lincoln introduced herself as a former Open Space Advisory Committee member, and expressed agreement with many of the previous comments. She discussed her experience serving, and the decision to change the meeting schedule to every other month. She stated, “I almost feel offended that my ten years on the OSAC was not valuable. ... it took me a long time to come up to speed on that board so, when I think about this combined board and how much time that you’re going to have to tell people it’s going to take for them to serve, it’s going to be daunting to the general public in terms of seeking volunteers who want to commit to that much time. Because it’s not just the meetings which, yes, go long. But it’s all the reading and then if it’s not necessarily your purview, it’s the comprehension of what it is that you’re reading and ... I struggled with that because I didn’t come to that board with any background in open space, other than I love the open space in Carson City.” Ms. Lincoln expressed the opinion that the Board may “find it difficult to find the volunteers that have the time to be up to speed and read all the materials for a combined board.

“The second thing that I ... learned when I went to a number of different land preservation society conventions throughout the United States was that this community was the envy of many, many preservation leagues throughout the United States because we had regular funding approved by the voters and so we had the ability to acquire the properties that were available to us without begging everybody for more money. Sure we had to apply for grants. SNPLMA was huge for us ... but, again, the envy of preservation leagues in Ohio, in Washington State, in Colorado. ... I hate to see us go down in their estimation.

“It seems like you’re trying to reinvent the wheel by combining the boards ... I don’t think it makes sense, from a standpoint of individual focuses ... I could sum it up by saying, it may make some financial sense and it may be perfectly legal to do this combination but I just don’t think it’s right and I don’t think it’s what the people meant when they voted for Question #18.”

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(12:11:07) Donna Inversin commented that “one of the best features of Carson City are the community involvement in the citizen boards. ... you just don’t see this in a lot of communities. I agree with everything Bruce has said and Mark has said and Trisha has said. ... I am concerned about the ability of one board to try to keep those monies separate. Are we going to be, as you all had just had to do this morning, adjourn as the Board of Supervisors, form as the [Board of Health], go back to the Board of Supervisors in order to make sure that we keep those funds straight?”

“The other issue too, ... yes, the meetings are long and I really have a lot of confidence in [Ms. Budge] making a big improvement in that area. I think there’s a lot of things that maybe we spend time on Open Space, at least, that we don’t need to spend as much time. More information and let’s move on to the more important issues.”

Based on the comments, Mayor Crowell suggested that “both boards spend too much time in the weeds. ... One of the messages coming back here, regardless of what we do on this, is to let the board members know ... be sensitive to the fact that you don’t have to twist every bolt and tie every nut down. ... We all could take a little dose of management style and say, “... we have people here who we hired professionally, City employees, to do these things, and if we don’t trust them to do their job, then they shouldn’t be employed by us. But if we trust them to do their job then, at the end of the day, you don’t need to get in the weeds too much, probably at all. You stick on the policy issues and ..., if you’re being asked to make individual decisions, then go down those roads ...” Ms. Budge agreed with “keeping those boards at a policy level decision and not having them in the weeds. And do we talk about very simple decisions that, frankly, should be handled at a staff level? That’s something that I completely agree with and I think it’s a great opportunity ... that that needs to be the focus of those boards. So that’s where that board development piece comes in regardless of your decision. We have room for improvement in those areas and, at the same time, I know staff is very passionate about how much time they put into the staff reports and what they bring to you. But there are so many things that they need to be doing and there’s only so many hours of the day. So really getting them to focus on those policy-level decisions for those public discussions and having approachable boards for the public to come. I don’t want either board to be so intimidating and so technical that a member of the public doesn’t feel comfortable coming with their concerns or their ideas or suggestions.

“That’s what’s really special about these two boards collectively is they’re very approachable and they’re very engaged with the community. It is very special and very rare and I’m happy to see that but we do have a lot of room for improvement ... in those areas and making sure that those volunteers and their time is well spent.”

(12:16:09) Donna Inversin emphasized “there’s a big difference between passive and active recreation and Open Space is mandated for only passive recreation.” She advised of having heard comments that “maybe Open Space has run its course and we’re really done and I think we’re going to find that, now as we’re moving to management of 7,000-plus acres of land, that actually the purchasing part was going to be the easy part. The managing part is going to be very difficult. You just approved an amendment to the UPMP ... and so we’ve got now sort of a mandate to create about 45 miles of new trail which is going to take a lot of work and expertise. ... Yes, there are some overlap issues but I think the majority is really very different and we need to keep those two focuses.”

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(12:17:28) Larry Marinel expressed the belief that the two boards are currently doing a good job. I believe, by keeping them separate, you're not fixing something that's not broken. They will retain focus on what they're mandated to be doing and, combining them, you're going to lose some of that focus and some of the passion from those members. I came here because of the open space. I volunteer to keep it maintained. I am passionate about it. I'd like to keep it and keep the focus on maintaining it and helping grow and keeping our trail system coming together."

(12:18:43) Friends of Silver Saddle Ranch President Nancy Santos expressed opposition to combining the two boards. "Silver Saddle's been around for over 15 years. ... it's open space and people come there because it is open space. Open Space has a totally different mission than Parks and Rec, in my opinion. And the Silver Saddle Ranch is a totally different mission too. ... from the Lands Bill, we have special regulations. From the charrette, we have special things we're supposed to do and that was actually a grant that was given to Friends of Silver Saddle Ranch by the National Park Service. So we had a big part in that. And we had a big part in the Silver Saddle Ranch becoming open space as well so I want to see it stay that way. ... I would like to see the Board really consider not putting these two amazing commissions / committees together. They each have their own task, have their own missions and I think the meetings will be forever long if you put the two together." Mayor Crowell commended Ms. Santos on the "Escape From Prison Hill" event.

(12:20:14) Dan Greytak discussed his experience with City advisory boards, commissions, and committees over the years. In reference to the Carson River Advisory Committee, Mr. Greytak stated that "we accepted that being folded into Open Space because we felt ... there's a consolidation that made some sense. They may not be looking at the River all the time but we could still feel we could track what was going on there and it wasn't as diluted out. My concern is that ... it's just going to get too big and unruly to try to do all of this management. They have to do it in-house but to give the public an opportunity to give them their input that we think they need as responsive to public boards. So, I go on record to support the continuation of the Open Space Advisory Committee because the mission is focused and complex enough to warrant it."

(12:21:20) Open Space Advisory Committee Member Jerry Massad discussed concerns associated with meeting efficiencies. "... like somebody who spoke earlier, it's taken me a long time. I've been on the board almost two years now and it's taken me a long time to get up to speed, to get an idea of what the synergy was of that board. So now that I'm finally getting up to speed, you're going to change the playing field and I don't think I'm really comfortable with that because I know less about parks and recreation than I do about open space. And the other thing was, I heard something mentioned today about starting with a whole new board. So let's close our eyes for a minute and picture all the work that Open Space has done since 1996 and then to disband that board and suppose nobody on the board reapplies. Now you're going to have seven more members coming in with absolutely no idea of what they're doing or where they're going. So these are my concerns about breaking up the board or combining them and I hope you listen to the citizens here today that showed up to show ... their lack of support ... for this."

Mayor Crowell entertained additional public comment and, when none was forthcoming, commended Ms. Budge on considering this matter. "It's the right thing to do to analyze where we can get efficiencies and ... if we can break down silos and gain synergies between entities." Mayor Crowell suggested at least two joint meetings per year between the commission and committee.

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Supervisor Abowd commended the passionate people on both sides of this issue. In reference to Mr. Kimbrough's comments, she noted the difficulties associated with "trying to re-engage the Carson River Coalition and that whole scenario and it has gotten absorbed and not really dealt with as efficiently as it should have which is my fear with Open Space." Supervisor Abowd suggested "it's more about meeting structure ... and that you have the power to, at least two times a year, meet combined on those issues that do pertain to both. And if you need to do it more, you have that power to do that. They don't have to have their other meetings. They're just meeting collectively to deal with those issues." Supervisor Abowd expressed agreement "that they are two different entities in a lot of respects and I really have a hard time moving away from something that has really created a quality of life, both in parks and rec and in open space."

At Supervisor Barrette's request, Mayor Crowell recessed the meeting at 12:28 p.m. Mayor Crowell reconvened the meeting at 12:35 p.m. He entertained additional public comment and, when none was forthcoming, a motion. Supervisor Bagwell suggested retaining the existing Parks and Recreation Commission and Open Space Advisory Committee; scheduling four separate Open Space Advisory Committee meetings per year, four separate Parks and Recreation Commission meetings per year, and two joint meetings per year; the Parks, Recreation, and Open Space Department Director would report back to the Board of Supervisors in one year. Supervisor Abowd expressed support for the suggestion. Supervisor Barrette suggested appointing a Board of Supervisors member to the Open Space Advisory Committee at such time as a vacancy is created by someone resigning from the committee. Discussion followed.

Mayor Crowell entertained a motion. **Supervisor Bagwell moved to leave the two boards separate but there will be two joint meetings per year of the Parks and Recreation Commission and the Open Space Advisory Committee; there will be four Open Space Advisory Committee meetings per year; four Parks and Recreation Commission meetings per year; and direct the District Attorney's staff to draft the required amendments to the Carson City Municipal Code to ensure NRS compliance for the Parks and Recreation Commission; and request the Parks, Recreation, and Open Space Director to report back to the Board in eighteen months.** Mayor Crowell seconded the motion, and entertained discussion. Supervisor Barrette expressed support for the proposed solution, but suggested the Board was not specifically dealing with the agenda item. He emphasized the need to appoint a Board of Supervisors member to the Open Space Advisory Committee. Mayor Crowell called for a vote on the pending motion.

<b>RESULT:</b>	Approved [3 - 1 - 1]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Mayor Robert Crowell
<b>AYES:</b>	Supervisor Bagwell, Mayor Crowell, Supervisor Abowd
<b>NAYS:</b>	Supervisor John Barrette
<b>ABSENT:</b>	Supervisor Brad Bonkowski
<b>ABSTAIN:</b>	None

**24. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION**  
**24(A) POSSIBLE ACTION TO ADOPT A RESOLUTION REPORTING THE CITY ENGINEER'S ESTIMATED ASSESSMENT ROLL FOR FISCAL YEAR 2019, IDENTIFYING THE COST TO BE PAID BY THE DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT ("NID") FOR THE PURPOSE OF PAYING FOR MAINTENANCE OF THE**