



STAFF REPORT

Report To: Open Space Advisory Committee

Meeting Date: October 15, 2018

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: Director's Report: Non-substantive update on departmental projects, programs and grants; recruitment for vacant positions; and Board of Supervisor's action items. (Jennifer Budge, jbudge@carson.org)

Staff Summary: Written report on Department activities

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 closed 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.

A second recruitment was also required for the seasonal Park Ranger Aide position, but that was recently filled, with the goal of 7 day/week coverage. This is funded by the park maintenance budget, but will provide for enforcement, education and additional support to open space.

Projects and Programs:

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 contribute to.

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.

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.

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 on November 1 and Supervisor Bagwell has requested a joint meeting of the Parks and Recreation Commission and the Open Space Advisory Committee to discuss and provide comments to the Board of Supervisors. A meeting date/time has not been confirmed at the time of this report.

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: The department implemented a work order system to track all tasks for parks maintenance, operations, open space 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.

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

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

- 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)