

Parks and Recreation Commission Staff Report

Meeting Date: June 7, 2016

Agenda Item Number: 3A

Applicant: Jennifer Budge, Parks and Recreation Director
Vern L. Krahn, Senior Park Planner

Request: Discussion only regarding the introduction of Jennifer Budge as the new Carson City Parks and Recreation Director.

General Discussion:

As the Commission knows, Roger Moellendorf retired at the end of May, 2016. His replacement is Mrs. Jennifer Budge and she will be attending her first Parks and Recreation Commission meeting tonight.

Mrs. Budge comes to our department with over 25 years of experience in the Parks and Recreation profession and after 17 years with Washoe County Regional Parks and Open Space. Jennifer is a Certified Park and Recreation Professional with a Bachelor's Degree from the University of Nevada, Reno in Municipal Recreation. While with Washoe County, she served most recently as their Park Operations Superintendent and prior to that a Park Planner and Recreation Supervisor. Before going to Washoe County, she worked at Truckee-Donner Recreation and Park District, City of Reno Parks Recreation and Community Services as well as City of Sparks Parks and Recreation. She has been active in Nevada Recreation and Park Society, Truckee Meadows Parks Foundation, served as a Parks Commissioner for City of Sparks and was on the Conservation Task Force for the National Recreation and Parks Association. She has received awards from the National Association of Counties as well as the International Society of Arboriculture. Jennifer has managed multi-million dollar park projects and has experience in leveraging funds and maximizing grant opportunities. Jennifer is a native Nevadan, is married, and has three children. Jennifer's *Curriculum Vitae* is provided for more information (Exhibit A). Parks and Recreation Department staff is looking forward to working with Ms. Budge as the new director.

Recommended Action: This is a discussion only item and no formal action can be taken at this time.

JENNIFER BUDGE

CERTIFIED PARK AND RECREATION PROFESSIONAL

PROFESSIONAL EXPERIENCE

Washoe County—PARK OPERATIONS SUPERINTENDENT (2014—2016)

- Managed Washoe County's entire park system encompassing over 13,000-acres including: 12 regional parks, 49 community parks, two 18-hole golf courses, shooting and archery ranges, an accredited arboretum and botanical garden, a museum, a year-round campground, four community centers, a Visitor Center, two cemeteries, state and nationally designated historic sites, a swimming pool, two water spray parks, a regional trail and open space network, among many other park and recreation facilities.
- Administered over a \$4 million annual operating budget that consist of both general and special revenue funds; \$6.7 million total in Residential Construction Tax; \$3-\$5 million annual Capital Improvement Project Funds; \$350,000 annual Infrastructure Preservation Fund, and a variety of grants.
- Supervised 39 permanent staff including District Park Managers, Maintenance Supervisors, Range Master, Volunteer Coordinator, Recreation Coordinators, Museum Curators, Maintenance Workers, Park Rangers, Horticulturists, Grounds Equipment Mechanics, Medium Equipment Operator, Inmate Work Program Leaders, and Irrigation Specialists.
- Administered recruitment, training, hiring, and evaluation of 78 seasonal and temporary staff for a variety of aquatics, recreation, maintenance, and park functions; volunteer program with over 31,000 volunteers hours at an \$800,000 annual in-kind value.
- Made public presentations and prepares professional reports for community groups, boards, granting agencies, and serves as the lead media representative for parks.
- Developed, negotiated terms and stipulations with a variety of private, non-profit, and governmental agencies including pasture leasing, special events, parkland acquisitions and disposals, easements, donations, park operations and maintenance, sponsorships, employee union, and many others.
- Served as liaison to the Washoe County Open Space and Regional Parks Commission. Managed Parks Commissioner correspondence, agendas, public meetings, and recruitment.
- Resolved citizen inquiries and concerns

EDUCATION AND CREDENTIALS

University of Nevada, Reno

Bachelors of Science
Municipal Recreation Administration
Spanish Minor

National Recreation and Parks Association

Certified Park and Recreation
Professional #3855

National Recreation and Parks Association

Pacific Marketing and Revenue
Sources Management School

Tahoe Rim Trail Association

Professional Trail Crew Leader

National Recreation and Parks Association

Leadership School

HONORS

Excellence in Team Work

Washoe County

Philanthropy Spirit Award

Association of Fundraising
Professionals

Community Dedication Award

Sun Valley General Improvement District

Act of Caring Award

National Association of Counties

Friend of the Foundation Award

Nevada Rock Art Foundation

Silver Star

Truckee Meadows Tomorrow

President's and Citation Awards

Nevada Recreation And Park Society

Gold Leaf Award

International Society of Arboriculture

PROFESSIONAL EXPERIENCE CONTINUED

Washoe County—PARK PLANNER (2004—2014)

- Developed, negotiated terms and stipulations for a variety of contracts and agreements with private, non-profit, and other governmental agencies.
- Made public presentations and prepared professional reports for community groups, boards, and grant agencies.
- Managed design, bidding, construction, and monitored fiscal expenditures for park capital improvement and park infrastructure preservation projects (\$14,000,000).
- Administered park property management [federal realty action, environmental assessments, land acquisition and disposal, development review and park dedications, parkland policies and procedures, leases, rights-of-entry, road abandonments, boundary line adjustments, easements, deeds, water rights, permitting, etc.].
- Increased the Department's budget by more than \$3,500,000, with 32 different grants, a 95% grant success rate.
- Produced Park District Master Plans from public scoping stage to Board of County Commission adoption.
- Resolved citizen inquiries and concerns.
- Maintained park land and asset geodatabase inventory.

Washoe County— RECREATION SUPERVISOR (1999-2004)

- Planned, organized, and coordinated recreation programming, special events, park/aquatic maintenance and operations.
- Recruited, trained, supervised, and evaluated 5 full-time and 45 seasonal staff; and over 300 volunteers.
- Administered independent contractor, tenant lease, and special event agreements.
- Prepared and managed a \$700,000 annual operating budget.
- Implemented and managed 16 special events, 39 programs, 6 workshops, and 9 specialty camps.
- Managed two swimming pools and Sun Valley Community Park (27-acre park with bmx track, athletic fields, playground, community and teen centers, skateboard park, in-line hockey rink).

PROFESSIONAL AND COMMUNITY SERVICE

Conservation Task Force

National Recreation And Park Association

Parks And Recreation Commission

City of Sparks, Nevada

Board of Trustees

Keep Truckee Meadows Beautiful

Board of Directors

Nevada Recreation And Park Society

Elmer H. Anderson Park Excellence Committee Chair

Nevada Recreation And Park Society

Advisory Board

Truckee Meadows Parks Foundation

AWARD WINNING PROJECTS AND PROGRAMS MANAGED

Galena Creek Recreation Area

Galena Creek Historic Fish Hatchery Renovation

North Valleys Splash Park

Truckee Meadows Trails Guide

Sun Valley Pool Waterslide Fundraising Campaign

Sun Valley Shines

Sun Valley Tree Planting Project

PROFESSIONAL EXPERIENCE CONTINUED

Truckee-Donner Recreation and Park District

AQUATICS COORDINATOR (1998-1999)

- Recruited, trained, supervised, and evaluated 4 full-time, 2 part-time, and 30 seasonal staff.
- Administered \$650,000 personnel and supply budget.
- Scheduled and supervised community-wide recreation programs, contract classes, and special events.
- Ensured safety, health and legal compliance for an indoor aquatic facility and Donner Lake beachfront operations.
- Managed aquatic capital projects.

Washoe County—AQUATICS SUPERVISOR (1998)

HEAD LIFEGUARD (1995-1997)

City of Sparks—INTERN (1997)

City of Reno—HEAD LIFEGUARD (1990-1996)

TECHNICAL SKILLS

Geographic Information Systems

(Geo-database, mapping, park inventory) ARC GIS Suite

Microsoft Office Suite (Word, Excel, Publisher, Power Point, Outlook, One Note)

Adobe Acrobat (Pro, Reader)

Systems Applications Products and

Data Processing (SAP) (Transmittals, budget tracking, reports, purchase requisitions, payroll, human resources data reports)

Class/Active Network (Recreation and Park Facility Reservations and Point of Sale)

Multi-media (Website, Social media, press releases, print and visual)

Articles on parks published in Reno Gazette Journal, National Recreation and Parks Association, and Nevada Recreation and Parks Society publications.