



STAFF REPORT

Agenda Item: 5.A

Report To: Open Space Advisory Committee

Meeting Date: April 24, 2023

Staff Contact: Lyndsey Boyer, Open Space Manager, lboyer@carson.org

Agenda Title: For Discussion Only: Discussion and possible action to provide direction to staff related to action items and outcomes from the Parks and Recreation Commission ("PRC") and Open Space Advisory Committee ("OSAC") Special Workshop of December 16, 2022. *(Requested by Chair Mark Kimbrough) (Lyndsey Boyer, lboyer@carson.org)*

Staff Summary: A special workshop between the PRC and OSAC was held on December 16, 2022. The discussion, action items and suggested outcomes were summarized in the Strategic Planning Retreat Meeting Notes. This item aims to provide further discussion and review of the identified action items by the OSAC and staff.

Agenda Action: Other/Presentation

Time Requested: 30 minutes

Proposed Motion

N/A

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

As requested by Chair Mark Kimbrough, this item will include review and discussion of the action items and outcomes identified in the Strategic Planning Retreat Meeting Notes from the special workshop with the PRC and OSAC held on December 16, 2022. Topics for further discussion with OSAC include: a review of the current OSAC mission, possible diversity, equity and inclusion (DEI) efforts within Open Space, OSAC member engagement with special interest groups such as the Foundation for Carson City Parks and Recreation and/or the Friends of Silver Saddle Ranch and development of an OSAC member skills and interests matrix.

EXHIBIT A – Strategic Planning Retreat Meeting Notes

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

N/A



Strategic Planning Retreat Meeting Notes

December 16, 2022

Staybridge Suites, Carson City, NV

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Planning Retreat Participants

Parks and Recreation Commission

Stacie Wilke-Mcculloch (School Board Appointee)

Lisa Schuette (Board of Supervisors)

Janice M Caldwell

Kurt L Meyer (Vice Chair)

Lea Case (Chair)

Open Space Advisory Committee

Samuel Mozingo

Robert Ghiglieri

Donna N. Inversin

Susan Martinovich

Mark Kimbrough (Vice Chair)

Mary K. Berge

Alan Welch (Outgoing Chair)

Department of Parks and Recreation Staff

Jennifer Budge, Parks and Recreation Director

Lyndsey Boyer, Open Space Manager

Dan J. Earp, Recreation Superintendent

David Navarro, Parks Superintendent

Gregg Berggren, Trails Coordinator

Danielle Howard, Public Meetings Clerk, Clerk-Recorder

Ben Johnson, Deputy District Attorney

Planning Retreat Notes

Executive Summary

The following section highlights key take-aways from the planning retreat. You can find a detailed account of notes on the specific topics in the following Detailed Findings section.

Key Take-Aways

- PRC and OSAC enjoy collaboratively working together in a capacity of shared interests. Team building is rewarding to them.
- Funding and the Department's Resource & Capacity challenges are two examples where PRC and OSAC can become one, unified by a common interest.
- PRC and OSAC want to support the Department's initiatives and special projects. What their asking for is clear direction on the "ask," including what's needed, why, and time commitment, without increasing staff workload.
- Both Boards want to support the Department and have their unique strengths, capabilities, and passions leveraged to advance the goals of the Department.
- Both Boards have suggestions to how their current Mission statements might be improved and more accurately reflect their core purpose.
- PRC and OSAC want to support evolving the Foundation for Carson City Parks and Recreation mission and core contribution to the community. If it remains simply being a fiscal agent then communicate that to the public. PRC and OSAC Chairs will help foster this relationship and encourage additional membership from PRC, OSAC and the community.

Planning Retreat Notes

Detailed Findings

1. Getting Grounded on Our Mission

Ground each commission on their respective Mission statements and personal why's.

What is your personal WHY?

PRC:

- Care about our community—we are a vital part of a healthy and inclusive community
- Care about trails and tennis courts
- Want to do good
- Want to give back
- Big parks person—always go to our neighborhood park

OSAC:

- Protect, provide recreational opportunity
- Lived here whole life—want be involved with my community and give back
- Being able to educate friends and family on access of Open Spaces
- Meaningful impact on my city
- Give back to my community—showcase Carson City
- Integral to my life (12 years on OSAC)
- In my DNA

Accomplishment most proud of? (One thing your most proud of your group together with the Dept. has accomplished?)

PRC:

- Proud of creating us all as part of a bigger picture—development with 1710
- Complete Streets Model—we are all-inclusive
- Ross Gold

- Dog policy
- Growing events
- Park parent network
- Get the pool redone
- Fee schedule-how much money school district saves using community center & pool (example: swimming state championships held at pool)

OSAC:

- Participating in the community
- Trail systems
- Reports-tells the story to the community
- Government process for Prison Hill?
- Bentley property along Carson River

Staff:

- The dog policy-it was highly collaborative
- The effort to develop a trail system that connects people to public lands and that it is accessible to everybody, including those of diverse ages and abilities
- Dog policy-all the work put into that was very important and a relief to our staff, especially park rangers and maintenance staff
- Creating a better pay scale for our seasonal workers (close to 200 seasonal employees)
- Staff's relationship with OSAC and PRC has developed over last 5 years; Staff is out in the community being "the face of" Parks and Rec; Help is coming from the committee and commission, which is appreciated and helpful to have other advocates and voices to share messaging with the community
- Comradery; Extended family relationship

What might be missing from your group's Mission?

PRC:

- The why behind our mission-what is it specifically that parks bring to our community's quality of life-we think a park is a destination, but it can be part of day-to-day life, an integral part of a neighborhood
- Highlight that we are part of the community pulse
- A mention of trails and trailheads
- Connectivity of public spaces so everybody can get there
- Maintain-90% of our time is spent maintaining and running (quality of life funds)
- Maintain-need to be able to keep up our parks and recreation facilities safe and accessible
Equity, diversity, access, and inclusion (we need to include this and will help support future funding)

OSAC:

- Is "development" the right word used to reflect what we do
- Misconception of land ownership us vs. Forest Service, BLM, etc.
- Having a phrase on Open Space Lands (jurisdiction of influence is Open Space)
- Promote open space out in the community with family and friends so the community understands there is an Open Space Program-unique in the State and rare, engender a sense of community pride through outreach and education
- Connectedness & trails (with other trail systems and parks within the city) is one of the most important things we are doing (tied to Interconnected Trails and Parks)
- Education and connecting to the community
- Equity, diversity, access and inclusion (we need to include this and will help support future funding)
- Education needs to be in there-the public doesn't realize how the Quality-of-Life Initiative is being spent and leveraged (want to see that so the public knows how we are making their money work for them)
- "Passive recreation" needs to be added
- The word "developed" is confusing

2. Alignment and Collaboration (Part #1) - Staff Support

How might the PRC and OSAC better support staff's projects and initiatives today?

Strategic Considerations

- Working on developing a scholarship program for youth programs and sustainable funding (with the Parks Foundation)
Re-doing Carson City Master Plan for Carson River- assistance through National Park Service RTCA program-coming to PRC and OSAC to engage further, including the public
- Priorities for the river-want more help through that process
- Updating Parks Master Plans-having the involvement from a board that has a different perspective than the staff and other avenues to hear perspectives from the public
- Mills Park Master Plan
- Open Space naming-staff has been guiding this process and could use more input from PRC and OSAC
- DEI (Diversity, Equity and Inclusion) and access included more into our programming-support from boards to identify where we can better incorporate this to support the diverse community
- Building and supporting a robust volunteer program (get the word out with people who are committed to specific objectives above and beyond staff)

- Conservation Easement involvement
- Message should be more prominent on our signage—we need help on what our signage needs to say for clarity and consistency to the public
- Be careful that committees don't put too much extra work on the staff and staff needs to speak up and say no
- We have a lot of interest, but we don't want to add all the red tape to the experience

Actions to Be Taken

- Be specific with the ask to committee members
 - What is the time commitment
 - What exactly is being asked of board members communicated in a tangible, clear way—scope
 - Clarifying the needs (list them as separate needs)
- People can plug in specifically to their passion and availability
 - If you get too many volunteers, send them to the next opportunity
 - Figure out what you are most passionate about and divide into groups based on that, so we are conscious of time, being conscious of quorum
- We want to know more about the opportunities
 - Entice volunteer support with outreach, and you'll grow that list

Decisions Made

- Systematize and operationalize this
 - Use automated tools—put out on website, emails, don't reinvent the wheel
 - Send out simple email
 - Keep it simple for staff and boards (clarify who on staff to contact)
- Create monthly/quarterly newsletter to send out to volunteers to let them know what activities are coming up. Staff is doing this— need to share monthly CCPROS newsletter with the groups.
- Create master list for the year of specific volunteer opportunities. Additionally, both requested we publish a master list of projects for the year that we are seeking committee help with and any supply/material donations needed to support programming efforts (ex. Youth program activities).
- Invite get-togethers with staff and committees to participate in fun, outside activities not just meetings (ex: hanging Christmas lights for Homestead Holidays, inviting PRC and OSAC members to all staff work days etc.) members want to engage in other ways

3. Alignment and Collaboration (Part #2) - Engagement Outside Traditional Meetings

How might PRC and OSAC engage outside traditional meetings, such as sub-committees, special projects, or help solve a specific issue?

Strategic Considerations

- We want to create field visits, but we are concerned about the red tape and quorum
- Coordinating schedules
- What are ways to engage individually and in smaller groups
- We don't want to create extra work for our team
 - What is the reason for a subcommittee-be very clear as to the purpose
- Need to know the time commitment before agreeing
 - Say no because I don't know what the ask is
- Engagement can be more fun-fewer formal opportunities
- How can we best share our institutional knowledge of our expertise both on the boards as well as in work in Carson City
- We must always consider the Open Meeting Law-make sure everything is transparent
- DEI and access issues, opportunities and messaging
- Outreach, specifically to schools

Actions to Be Taken

- Inventory of skill set-get to fully know about specific expertise and skill sets on boards (DEI is a good example)
- We need to find a way to be more culturally representational in our work (look to personal connections)
- Create ride-along with park rangers-we need to grow the park ranger program
- Put out specific asks for expertise and diversity when recruiting for new members
 - Example: OSAC is weak in OHV and cultural resources
- When there is a meeting, schedule a field trip prior (rafting trip was really fun, kayaking Carson River, group snowshoe etc.)
 - Example: Water Conservancy-summer meetings-meet earlier and do a field trip-then we have our meeting and have a field trip-see restoration and site challenges on the ground
- Reaching out to other communities for DEIA

- Build relationships with people you are courting for DEIA
- Invite people on fun activities to get to meet them-not just board meetings-hikes
- Many groups not comfortable in outdoors, need people to look like them (Blacks in Nature organization)-connect with them
 - There is a consideration for starting a Hispanics in Nature group in Reno; might be great to incorporate in Carson – Carson High has more than 50% Hispanic population
- Outreach opportunities
 - The word “education” needs to be in our Missions
 - Start in elementary schools where families become engaged (currently on the books but we need to put this into action-serve food)
 - Tap into the appointed school board committee member to make this happen-use this connection-talk to the Superintendent of Schools to present in schools; engage high schoolers for seasonal employment
 - Hikes can start at specific schools and park rangers can speak to the connections with trails-connect the communities together
 - Go to where people are because they feel more comfortable-allows us to “go to them”
 - Parent conferences at the library were a better turnout than going into the classroom
 - NJROTC cleanup large effort event to engage students and families
 - Honor society need to do community work

Decisions Made

- Create needs, expertise, skills, passion, and connections matrix of board members
- Very specific asks and place to sign up (staff is aware of Open Meeting Law)
 - Really be clear with the ask and time commitment
 - Possible Apps to help with this: Reserva.com; Active.net (website for sharing specific volunteer opportunities) (Muscle Power and their trash mobs)
 - This will help other potential community volunteers
- Tap into connections and expertise of your members to solve for specific issues (want more students involved, work with school board appointed seat)

4. Alignment and Collaboration (Part #3) – Foundation for Carson City Parks and Recreation

How might PRC and OSAC further collaborate with the Foundation for Carson City Parks and Recreation?

Strategic Considerations

- Entire mission is to support our department-small org with few members-opportunity that is missed for boards to help support this org which can help the Department
- Missing opportunities in grant writing
- Graffiti/vandalism secret witness fundraising-desire to support, but no one to spearhead effort- no traction for implementation
- We want a robust membership and new funding and engagement.
- Need to be able to help them be more engaged (right now they are mainly a fiscal agent)
- Not easy to get in with them-they reflect the department-we can have more funding and membership and a broader vision
- Solomon Walkway Project example of proactive citizen engagement
- Want an angle when we go to them (they are at capacity and maxed out as volunteers)
 - Infuse people who are excited about specific initiatives to help garner support and interest
- Community doesn't know they can donate to them directly as a 501c3-need messaging from the department
- Use them as a true fundraising agency for us
- We need people other than staff to engage with them-this is where board can help. Would be great to have 100% membership in the Foundation by PRC and OSAC-would almost double the current membership.

Actions to Be Taken

- Infuse passionate people into this org to show we are here to support
 - Get involved into specific initiatives
- Help develop the existing youth scholarship fund with sustainable funding – need \$5k annually
 - Creating fund-raising events (help grow this funding through this org to help support Parks and Rec)
 - Example: Senior center has a non-profit arm-we can be more like this example, so not everything has to go through the Board of Supervisors and tax the organization, including grants
- Need help to create marketing materials for specific projects (example-memorial bench/tree program)

- Help them have a presence on the Parks and Recs website, park signage, donate button on the website, QR codes at trailheads, parks and buildings to Venmo account
- Approach and messaging
 - Explain what they do out in the community and why membership is beneficial
 - Help community better understand how they can donate and volunteer
 - Clarify the message to say exactly what funding is going towards–donors tie into specific action
- Help clarify the mission (what does it mean to support Parks and Rec)–specifically this means youth scholarships, protect rivers, trailheads, etc.–this outreach can build support
- Know who is involved with the FCCPR
- Needs more follow-through when people are interested in participating or when they donate
 - Board can help create these systems

Follow-up with people who express interest, currently no emails/written notes thanking someone for their donation/membership etc. or reminding them for membership dues; thank you notes for donating etc. adds a personal touch for value to their contribution

- Use them to purchase specific needs to the community–let the community know this
 - Maybe keep them as a fiscal org and not more, unless additional volunteer support can be made
- Support them with more leadership
 - Need strategic planning
 - Don't have the capacity to go to places to get more money
 - Need help to go seek more foundational funding – create an endowment (needs \$40k+)
 - Help them help themselves more growing these skills through board support
 - Help them create an expanded Mission, vision, strategic plan
 - Needs more leadership buy-in, not fair to have such broad expectations with so few members
 - Really help them clarify their mission so everyone knows exactly what they are doing

Decisions Made

- Create liaisons between FCCPR, PRC, OSAC, and the Parks and Rec. Department
 - Responsibility of the chairs for PRC and OSAC to report back about what is happening
 - Chairs of both commissions and committees to combine actions– Members will go to meetings and engage on projects–showing new faces who are passionate
 - Create liaison position between Parks and Rec and FCCPR (possibly Jen)–go baby steps here
 - Goal of 100% board giving to FCCPR to show support from PRC and OSAC – encourage memberships from the public at OSAC and PRC meetings as well
- Suggest getting on the agenda and let FCCPR know what we've spoken about here today–January 18
- Help the organization leadership

- Educate and inspire to bring about change
- Help them expand their membership
- Strategic planning
- Involve the Volunteer Coordinator to help support some projects and engagement

5. Strategic Focus Area #1: Diversified Funding & Funding Priorities

Critical areas of focus and support

Strategic Considerations

- Foundations that are specific to park projects
- Connectivity from Kings to Clear Creek
- Expanding athletic fields
- Playgrounds and surfaces
- Water rights and agricultural preservation
- Centennial Tennis Courts
- Redevelopment districts
- Donors can be private foundations, private people
- Be more consistent funding – need a plan

Actions to Be Taken

- Hire a grant writer/contract specialist
 - Be clear on who writes grants and who administers them
- Collaborate with other agencies we are connected to (Health Dept., Public Works, CCSO, CCFD etc.)
- Look into how to pay for maintenance
- Look into Corporate Volunteer program–corporate sponsorships; how to turn volunteering into funding opportunity
- Create QR code for Venmo account for donations direct to Parks Foundation on kiosks and park signage
- Look into other private foundation support, especially those that are located in Nevada

Decisions Made

- Put these talking points on the actual agenda
- Research other organizations and see what is being done with their funding diversity

- Ask members to make connections with their connections
- Coordinate with local service groups like Kiwanis, Rotary etc. that have their own giving programs that PRC and OSAC members already participate in and connect through them

6. Strategic Focus Area #2: Staffing Capacity & Resourcing (Seasonal and Full-Time)

Critical areas of focus and support

Strategic Considerations

- Seasonal staff has been difficult especially for before and after school, day camps and lifeguarding
- We need an equity/compensation study-\$12/hr but we can't compete with other public or private sector entry level jobs
- Engage school district to help grow work force
- Need creative ideas to recruit and retain staff to survive-need an incentive program that the City supports
- There is only us and the Boys and Girls Club for youth day care programming if not all is private-there is a strong community need
- Some seasonal staff go to full time (example: Supervising Lifeguard) and giving up some seasonal dollars toward that direction
- Need staffing to be able to apply program funding
- Senior citizens-focused outreach for select positions -working well at the pool - are there other areas?
- Inmate work crew supervisor for safety and logistics, take pressure and concern off of parks maintenance

Actions to Be Taken

- Look in unique areas to find people-recruiting through parents, churches, other community groups, schools, get a focus group of teenagers
- Look at perks as they relate to staff retention-education incentives, college credits, PE credits, paying for certifications, bonuses or higher rates for unpopular shifts
- Look into internships and job shadowing to professionally develop these kids (HR, Fire Dept., Police)
- Engage with other communities-Latino communities
- Partner with other agencies-State Parks, BLM
- Hire or contract out a grant specialist; is there any capacity for the City Grant staff to help more?
- Look into earning credits, working with trouble youth with Juvenile programs
- Look into potential to raise salaries to match other places to work-compensation study would be helpful - may need to do in house if not through an HR/third party contractor
- Figure out how do we incentives

- Ski passes (Mt Rose to Foundation to Park and Rec); Raffle for a mountain bike
- Maintain relationships with the people through gates that might even carry over through different seasons
- Blue Zone Sports
- Private foundations
- Partner with school district
 - Swim teams
 - Way to partner with teachers off in the summer-have them work in the summer
 - High school lifeguard program-teach lifeguard training-certification/school credits
 - Give teachers back their prep time
 - Want to build it up again tried to work with the high school to bring it back but it hasn't been successful – need school board liaison to help facilitate this
- Work with WNC, UNR, TMCC, SNC

Decisions Made

- Form a committee to have a deeper discussion on incentives
 - Gates for incentives (so many hours will give you xyz, incentives to stay in the job, keep the gates small)
 - Different incentives for different shifts or overtime in the summer
 - Emphasize the "cool" factor-why are we cooler than Starbucks, fast food-get outside and have fun etc.
 - Look into working more cohesively with the school district
 - Look into support for a compensation study -cost/benefit analysis with the city
 - Find out about incentives that are not supported financially within our budget-get support on these items on cool incentives
-

7. Strategic Focus Area #3: Interconnected Trails and Parks

Critical areas of focus and support

Strategic Considerations

- Unified Pathways Master Plan-Carson River Aquatic Trail-Eagle Valley Trails Committee (inventory single track trails)-incorporated their recommendations
 - Other communities use Carson City as a model for this
- Education and outreach-teach kids how to hike, bike, leave no trace, etc.
- Every neighborhood and every demographic have access to parks and recreation-where are the gaps here?
- RTC needs to know more about this
- Infrastructure funding-public works, transportation alt. program grants, federal access land grants
- Good system in place to work with Public Works and Open Space Developments
 - Anderson Ranch is a good example
- Keep connections up
- Outreach-Every home is a trailhead-make it convenient to recreate
 - National Program: Safe Walks to Parks
 - Parents need to feel their kids are safe to ride or walk to school, friend's houses, etc.
- Can we put in a skills park in one of our parks somewhere?
- 1710- Can be used to support trail and community connectivity if new housing developments are carefully reviewed and planned..
- **IDENTIFIED GAPS (please double check these names/areas)**
 - New Multiuse Path - Historic Virginia and Truckee Trail- need connections to Washoe, Douglas, Lyon, and Storey Counties, resolution of private property issues on Lakeview Hill, and alignment through Carson River Canyon.
 - West side of town-Kings St.-Linear Park (runs out of a connection)
 - Governor's Field-connections
 - South Carson St. will tie in at the Food Max/Lowes and connect into Linear Ditch
 - East/West route on the North Side of Town-we are missing this
 - Freeway Multi-Use Path needs some extensions (south end and north end)
 - Trail to Deer Run Road
 -
 - Central Carson City-there are issues-freeway multi-use path will help solve this

- Unified Pathways Master Plan needs update for urban connections, work cooperatively with public Works on this.
- Ash to Kings connection south to Douglas County, and north to Washoe County (Sierra Front Trail)
- Centennial Park to Washoe Lake State Park, McClellan Peak, Virginia City (BLM just completed Section 106 studies on some portions)
- (I deleted this because we have already accounted for potential new shooting range on Lyon Co/CC border when planning for Centennial trails)
- Multi-county partnerships
- Prison Hill-Loop Trail
- Mexican Ditch (potential easement across private property to connect to Empire Ranch Trail)
- Portage around dam (completed); take-out below dam needed
- Eagle Valley has some of the best trail systems in Nevada
- Trail on the river around the prison-maybe chance here depending on the Prison Warden
- Planning grant for bridge across Carson River

Actions to Be Taken

- Opportunity for a subcommittee from both sides to further discuss this-review UPMP
- Look into federal funding-Infrastructure Bill , Inflation Reduction Act, Federal Lands Access Program, Transportation Alternative Program etc.
- Create new maps for UPMP (get them up to date so that we can see where the gaps are-especially with new developments)
- Working with a GIS person to map trails (working map)
- Create maps working in the community
- Work with Safe Routes to School coordinator (joint meetings to identify the gaps)
- Looking at how PRC and OSAC relate to the planning commission and development and title 18, as well as RTC
- Continue working with Public Works
- Educational aspect in how we can do that in a park
 - Most of our parks have walkable paths-create an opportunity with minimal amount of investment
 - Families go to park-striping the pathways to know they are trails)-teach kids how to bike in a park
 - Park rangers can be at parks talking about bike safety and incorporating outreach and education into other areas, as well as youth day camp programs
 - Playground equipment replacement program
 - Have kids learn skills at a park that they can then take out on the trail

Decisions Made

- Update maps to identify gaps
 - Will help us understand existing gaps and what else is missing
- Address this in the UPMP strategic plan-update (do this in the next two months)
- Parks and Rec and OSAC master plans need to be updated and needs to include a natural resource component as well

Appendix A: Planning Retreat

Expected Outcomes

1. **Re-grounding on PRC's and OSAC's core Mission statements**
2. **Identify areas and opportunities for further strengthening alignment, collaboration and impact between PRC, OSAC, and the Carson City Parks and Recreation Department**
3. **Explore opportunities to further enable PRC and OSAC to support staff on specific projects and initiatives**
4. **Develop opportunities and strategic considerations for advancing our collective efforts to advance diversified funding, staffing capacity and resourcing, and Interconnected Trails and Parks**

Appendix B: Planning Retreat Agenda & Discussion Flow

- **Welcome & introductions**
- **Ground setting, expectations, and outcomes**
- **Getting grounded on our Mission**
- **Alignment and Collaboration:** How might we further strengthen the strategic impact between PRC, OSAC, and the Carson City Parks and Recreation Department?
 - How might the PRC and OSAC better support staff's projects and initiatives today?
 - How might PRC and OSAC engage outside traditional meetings?
 - How might PRC and OSAC further collaborate Foundation for Carson City Parks and Recreation?
- **Strategic Priorities:** Working together to advance shared priorities across PRC, OSAC, and Carson City Parks and Recreation
 - Diversified Funding and Funding Priorities
 - Staffing Capacity & Resourcing (Seasonal and Full-Time)
 - Interconnected Trails and Parks
- **Conclusion:** Next steps and where do we go from here?

Appendix C: Survey Findings

Methodology

Survey Launched: November 30, 2022

Survey Closed: December 8, 2022

Objective: From the perspective of PRC and OSAC the objective of this survey is to gain a clear understanding of priorities, opportunities, and ways to further strengthen how Commissions and the Department of Parks and Recreation work together.

Distribution: Current members of the PRC and OSAC Commissions

Quantitative Analysis: Quantitative questions were answered by selection of choice with number or % reflected.

Qualitative Analysis: For all survey questions that contained a qualitative component, answers have been grouped into key themes.

Detailed Findings

Below are the responses for each of the questions asked in the interviews.

COMBINED PRIORITIES IDENTIFIED statements reflect similarly grouped topics where more than one person provided a similar answer;

DETAILED FINDINGS are individual response statements and are broken out by PRC and OSAC survey responses.

Q1: Mission

PRC MISSION: The Parks and Recreation Commission plays a vital role in guiding Carson City’s efforts to provide parks and recreation facilities, programs, and services that will ensure and improve the quality of life for our residents and visitors. The Commission will accomplish this by using its collective talents, knowledge, and experience in a beneficial manner by working closely with City staff and the public and offering recommendations and advice to the Board of Supervisors.

OSAC MISSION: Reporting to the Board of Supervisors, the Open Space Advisory Committee (hereinafter referred to interchangeably as “OSAC” or “Committee”) will develop, oversee, and support the Open Space Program by working in concert with staff and the public to acquire, interpret, preserve, and enhance natural landscape, agriculture and cultural resources while balancing the needs of the public’s opportunities for passive recreation.

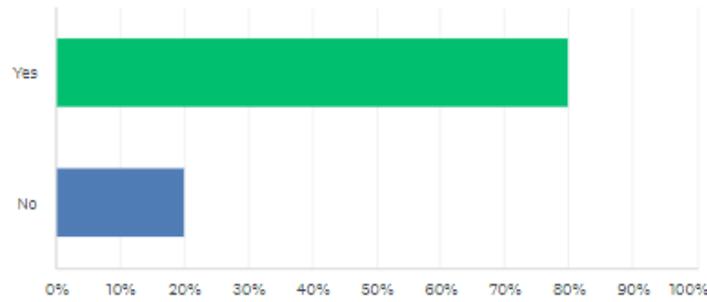
Do these current missions accurately describe the purpose of your Commission, answering the question “why do we exist”?

COMBINED PRIORITIES IDENTIFIED:

| Mission Statement is Accurate? | Yes | No |
|---------------------------------------|------------|------------|
| PRC | 80% | 20% |
| OSAC | 40% | 60% |

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY



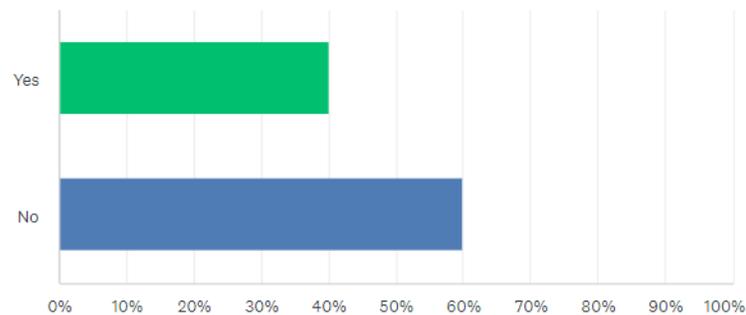
| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes | 80.00% 4 |
| No | 20.00% 1 |
| TOTAL | 5 |

[Comments \(1\)](#)

One comment

- *There's so much going on it's difficult to provide an informed opinion on the topics before they go to the supervisors*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes | 40.00% 2 |
| No | 60.00% 3 |
| TOTAL | 5 |

Three comments

- *I'd like to see more involvement with developing ideas to help staff.*
- *Not sure but perhaps we should include something about educating the public on the open space; natural resources, need to protect, etc.*
- *Not sure where develop comes into play but maybe someone could explain*

Q2: Long-Term Priorities

As a Commissioner on PRC, what do you believe are the top 1-2 long term priorities over the next 2-5 years?

COMBINED PRIORITIES IDENTIFIED:

- **Finding funding sources for specific projects**
- **Connecting trail, park, and walk-way systems**
- **Balancing the interests between protecting integrity of open spaces with the public's increased interest for recreation.**
- **Managing for water rights/issues**

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

- *Because of my focus on pickleball, I want to focus on the design and construction of a new pickleball complex at Mills Park. I don't want us to lose the ARP funding that the City has allocated for that project. There is much more to do in planning and fund-raising for that project and other projects that evolve from the Master Plan Revision. I would like to see Mills Park become the true centerpiece of our Parks system that it deserves to be.*
- *Keep play park at sunset park, Help get the landscape medians on north **Carson Street** beautified*
- *Delivering on promises to the public.*
- *Improving park connectivity via multi use/pedestrian trails, planning/hosting/expanding community events*
- *I think it's important to commit to finding a way to fund the replacement and maintain ace of the Centennial Park tennis courts. While I know this is an expense, there is a significant number of people who value this activity, and I'm confident that through collaboration, there will be community members who would be happy to help maintain and protect this important and meaningful investment.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *Find ways to increase the Open Space opportunities to accommodate the increase of outdoor recreations from the community so overcrowding and degradation does not occur. This task will require additional recreation areas, and increase maintenance of existing areas to achieve the Mission of OSAC*

- *Keep development off the hills. 2. Create safe bike/walk loop connecting Carson (Carson River Canyon), Moundhouse/Dayton Virginia City, to Centennial Park. 3. Connect **Kings** Canyon to Clear Creek.*
- *Only 2? 1; Managing/protecting for increasing use and 2; Protecting/managing for loss of water/climate change*
- *Trail connectivity. Silver Saddle management plan.*
- *Ensure water rights for SSR and any other irrigated pasture to **fulfill** vision of keeping ag lands productive and green. There were already sections of the SSR that were reverted to natural landscape that were once irrigated. Need to make sure this happens. Begin the work on the SSR per the already done plan done several years ago as the template.*

Q3: Short-Term Priorities

As a Commissioner on PRC or OSAC, what do you believe are the top 2-3 short term priorities over the next 6-12 months?

COMBINED PRIORITIES IDENTIFIED:

- **Update Master Plans**
- **Update signage**
- **Focus on staff, volunteers, outreach development**
- **Public education**
- **Increase equipment rentals**
- **Expand trail development**

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

- *Completing the Master Plan Revision and gaining BOS approval. Moving ahead with the design process of the pickleball complex.*
- *Talk over the budget. Staff for summer season.*
- *Delivering on promises.*
- *Repairing playgrounds, updating master plans, improving park/rec access*
- *Increase the equipment inventory that can be rented out, to include specialized equipment for the disabled. Perhaps acquiring 1-2 pieces of equipment over this next year would be a good starting point. 2) Encourage and build a robust volunteer team to help with landscaping, watering issues, weed abatement, and beautification. Along these lines, active outreach is important, whether through collaboration with FCCPR or by establishing an organized volunteer program like the Sheriff's Dept. Reserves Program.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *Water rights for Buzzy Ranch/Silver Saddle. Continue the trail around Prison Hill. Update signage. Also maybe bring back the grassy areas at Silver Saddle to increase picnics there.*
- *Mountain bike skills park/pump track beginners - advanced 2. Open city trails to ebike (officially) 3. Bathroom issues at Pooh Corner (Foothill) trailhead*
- *Need for public education, 2. Website Improvements most recent annual report on the website (About Us) is 2018*
- *Management plan for lower Carson River canyon. Signage and web site updates.*
- *Work with committee, staff, stakeholders, and public to complete the grant for the Carson River updated Master Plan. Work on permissions to get access to the trail that was just purchased in Ash Canyon at the bottom on the creek.*

Q4: Mission Support

MISSION SUPPORT: What are 2-3 ways the Carson City Parks, Recreation and Open Space Department can better serve your committee and the community in supporting your Mission?

COMBINED PRIORITIES IDENTIFIED:

- **Department is doing a great job—more help for them and/or for the community at large**
- **Shadow employees to better learn what they do**

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

- *I think the Department already does a great job of informing the group. I sometimes feel the Department may not ask for as much assistance as is needed.*
- *Delivering on promises.*
- *I would love to have supporting materials available a bit sooner when possible. Also, a dedicated point of contact for questions so I don't bug Jen with questions that can be better handled by other staff.*
- *1) I'd love to go on a ride-along with a park ranger to learn more about the day-to-day activities, difficulties, and opportunities that present themselves. I can't say enough about the cool programs that the rangers and staff make available to our community, and as a committee member I'd like to better understand the balance between providing recreational opportunities and day to day management. 2) During meetings, I would love to hear the opinions of staff members regarding needs, concerns, ideas, etc. Staff insight can be beneficial to the process.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *The agency cannot do much more to support the committee, but to support the community it would be beneficial to add staff the agency to handle the increased workload of maintenance, enhancements, outdoor events/special permits, and park rangers. There is an increase in outdoor recreation which will result in additional work for the staff. They are doing a great job, but they will need to have additional help in the future.*
- *You already do a fabulous job. Keep educating us in proper protocols and procedures to help accomplish set goals.*
- *1. Committee Member site visits so that we have a better understanding of the properties that we manage, 2. No longer have internet access in the meeting room.*
- *Additional outreach with schools and PSAs (the Appeal and Carson Now). Interviews with staff and rangers on TV and radio.*
- *Spend the tax dollars wisely to insure that monies available for land purchases, enhancements, programs, trails, stewardship and maintenance. Make sure all the good work being done is presented to the committee so that the message of a very dedicated, hardworking staff are ensuring that everything possible is being done to protect the Open Space in this community. The budget presentation each year could have more time spent on the big picture of how the communities' taxes are being used to meet the mission.*

Q5: Topics of Interest

Considering joint meetings between Parks and Open Space boards, what topics (or areas of strategic consideration) do you believe are important to both groups that should be addressed collectively?

COMBINED PRIORITIES IDENTIFIED:

- **Better understanding funding and policy opportunities and cross-collaborative funding efforts**
- **Only hold meetings when necessary and when required for cross-functionality**
- **Interconnected recreation systems (trails, parks, recreational resources)**

DETAILED FINDINGS:**PARKS AND RECREATION COMMISSION (PRC) SURVEY**

- *I could benefit from a better understanding of how to maximize the funding opportunities for Parks and Open Space. My knowledge in this area is extremely limited.*
- *Trails, Parks,*
- *I'm not sure I know what shared interest of both groups are.*

- *Creating an interconnected system of multi-use trails that connect all trailheads to all parks to all open space access points and other community sites like schools, community center, senior center, grocery stores, and libraries. A way to fully connect all public spaces and places that does not require a vehicle would make the city so accessible to all populations.*
- *I was so inspired and impressed with the information gained from the Trails Transportation and Tourism summit. I think an area of strategic consideration that would benefit from a joint meeting or retreat would be a robust discussion and brainstorm of ways to tie in our trails, parks and recreational resources with the needs our community members as well as visitors. The benefits in terms of increased well-being, improved health, happier people, and increased tourist revenue can be a win across the board. Figuring out ways to make our parks and trails more welcoming and accessible while protecting sensitive areas such as the water fall trail, nesting areas, etc. is a worthwhile undertaking.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *Access to the areas, and consistent signage throughout Parks and Open Space*
- *I don't know if this is in OSAC/Parks realm but Patri Er with Safe Routes to Schools/CCSD to promote our open space trailheads, parks, and linear trails and reduce the number of kids driven to school.*
- *Policies that will affect both*
- *Should only meet jointly when there is a need, not arbitrarily twice a year.*
- *Well - I think that there is very little that needs I am not a proponent of required joint mtgs. I would let the committee decide when agenda items are brought forward by staff for the joint mtgs. The "leash" laws made sense. I think it takes away time form OSAC's business when don't meet but 4 times a year as the OSAC for agenda items that aren't necessarily needed to have on the joint mtg. When passive recreation areas of the OSAC have any need for active recreation to be a part of the discussion then this is an opportunity for both committees. These two areas that have totally different majors in college - Outdoor Recreation and Recreation*

Q6: Commission Meetings

Is the amount of information provided at meetings: Adequate, Too Much, Not Enough?

COMBINED PRIORITIES IDENTIFIED:

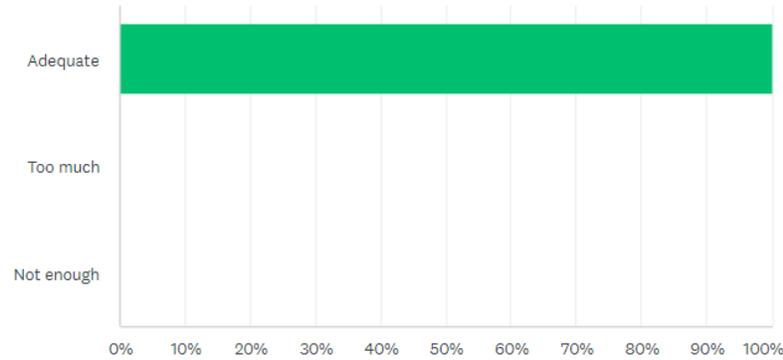
- Adequate

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

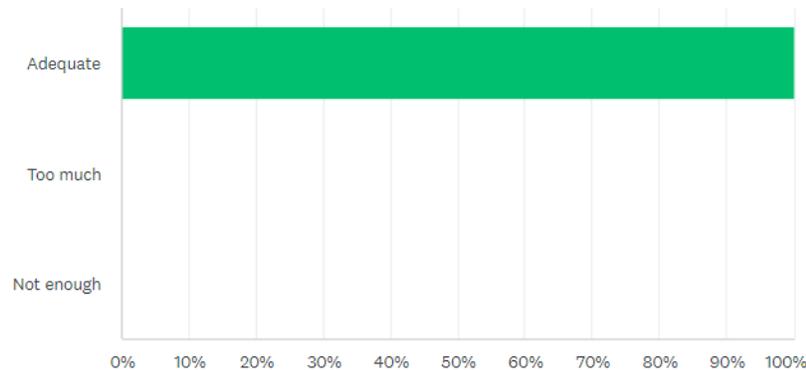
COMMISSION MEETINGS: Is the amount of information provided at meetings:

Answered: 5 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----------|
| ▼ Adequate | 100.00% | 5 |
| ▼ Too much | 0.00% | 0 |
| ▼ Not enough | 0.00% | 0 |
| TOTAL | | 5 |

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----------|
| ▼ Adequate | 100.00% | 5 |
| ▼ Too much | 0.00% | 0 |
| ▼ Not enough | 0.00% | 0 |
| TOTAL | | 5 |

Q7: Engagement with Staff

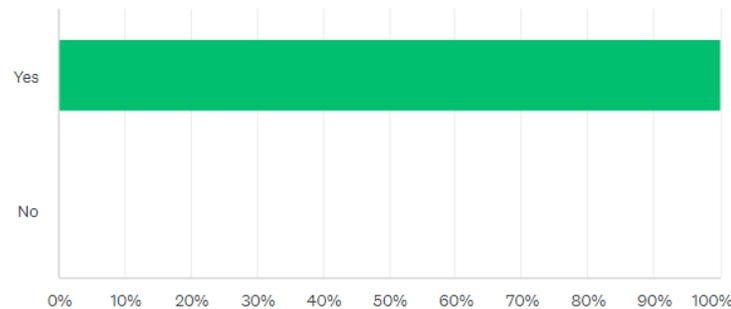
ENGAGEMENT: Do you feel there is an opportunity to better support staff with projects and initiatives?

COMBINED PRIORITIES IDENTIFIED:

- Yes

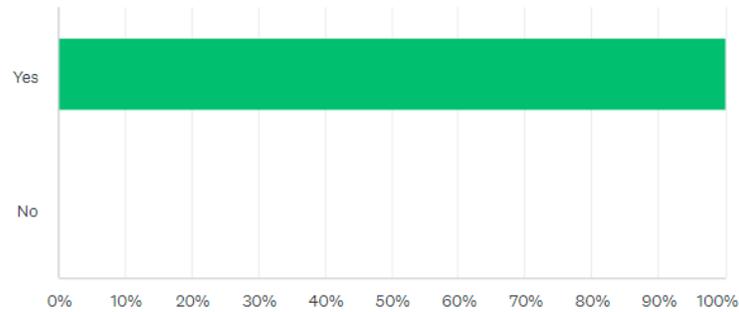
DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----------|
| ▼ Yes | 100.00% | 5 |
| ▼ No | 0.00% | 0 |
| TOTAL | | 5 |

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----------|
| Yes | 100.00% | 5 |
| No | 0.00% | 0 |
| TOTAL | | 5 |

Q8: Engagement with Extra-curricular

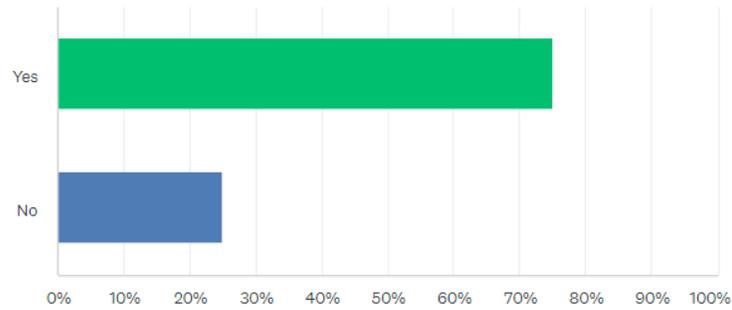
ENGAGEMENT: Are you interested in exploring more ways to support staff outside of meetings, such as participating in sub-committees, special projects, or help solve specific issues?

COMBINED PRIORITIES IDENTIFIED:

| Extra-curricular Engagement? | Yes | No |
|------------------------------|-----|-----|
| PRC | 75% | 25% |
| OSAC | 60% | 40% |

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

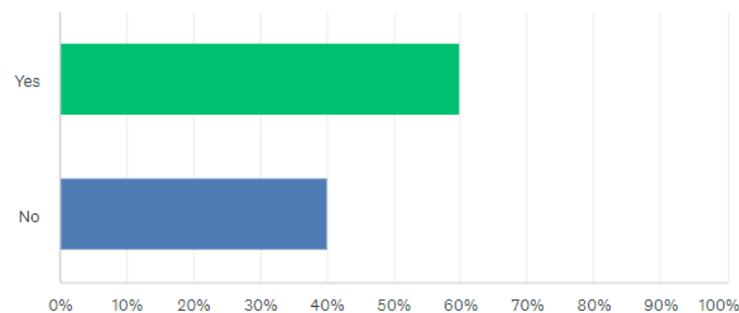


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes | 75.00% 3 |
| No | 25.00% 1 |
| TOTAL | 4 |

Comments

- *I would love to be more involved in the planning process, particularly for Mills Park projects but also for other projects.*
- *Keeping play structure at SunsetPpark. Landscape medians. Trails*
- *I love getting involved with events and would totally host or participate in more.*
- *Community outreach ~ collaboration ~ volunteer opportunities.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes | 60.00% 3 |
| No | 40.00% 2 |
| TOTAL | 5 |

Q9: Collaboration with FCCPR

There is an opportunity to help garner support/interest with Foundation for Carson City Parks and Recreation (FCCPR), the Department's private 501c3 nonprofit partner to benefit the community's Open Space Program. What ideas do you have to improve this collaborative effort?

COMBINED PRIORITIES IDENTIFIED:

- **Outreach and follow-up with community partners, especially for collaborative funding opportunities and to provide community resources**

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

- *I think there are opportunities to involve FCCPR, CCTA and local businesses in supporting Open Space and Parks & Rec funding. Maybe this could be an area of focus for those interested in supporting these programs.*
- *Maybe a grant through the foundation for a new toddler play structure at Sunset Park.*
- *A report from the foundation at parks meetings on the projects they are working on, requests they are receiving, and other updates. Likewise, we could share what we hear from the public with them to find ways to support needs in the community.*
- *Better outreach and follow-up. Donations need to be acknowledged, and membership follow up is essential. I would suggest updating the webpage and newsletter and find someone to organize volunteer opportunities so people who want to help know that their help is wanted, needed, and appreciated. I think inviting the board and members to a meeting to share some of their recent successes as well as areas of need would be not only helpful, but it might prove energizing.*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *Utilize the partnership to have the 501c3 apply for additional grants to fund maintenance upgrades, acquisitions, and equipment needed to operate Open Space. By partnering with a 501c3, it increases the odds of being successful in grant applications and potentially opens opportunities to other grants that a municipality would not qualify. By receiving funding for maintenance, acquisitions, and equipment by grants, it frees up the existing funding to staff, studies, park rangers, and other "administrative" items. Basically double down on the funding opportunities*
- *FCCPR update OSAC every/every other meeting? OSAC visits FCCPR meetings. Collaborate on connecting parks to open space trailheads (utilizing three parking and restroom facilities provided by parks) via map/kiosks, street signs, and safe crossing at busy streets*
- *First need to engage perhaps with a FCCPR presentation/discussion.*

- *There is a real opportunity here for this foundation to be in place for the community. There are a lot of communities that have a non-profit in place that support recreation and open space. Reno has several in place. They can gather funds for projects, land purchases and activities that support the OSAC mission and goals. A facilitated gathering of committee members from OSAC and Parks and Rec Committee with FCCPR members with an agenda to do a simple strategic plan on how to improve the relationship would be an excellent way of moving to a more active board.*

Q10: General Feedback

Please share any other ideas, comments, or suggestions you might have to help us improve your experience as a PRC Commissioner, or improve our service to the community:

COMBINED PRIORITIES IDENTIFIED:

- **More ways to be involved with guidance**

DETAILED FINDINGS:

PARKS AND RECREATION COMMISSION (PRC) SURVEY

- *I've always been impressed with how much the Parks & Rec Department does with a limited staff and budget. I realize there are other departments that get funding priority, but I believe more could be done to emphasize the Department's importance to the quality of life in Carson City.*
- *More involvement with sub committees.*
- *I'm impressed by the dedication of staff.*
- *I often feel like I'm not doing enough and would love a mentor/guide so I know how to improve.*
- *I've probably gone on and on but please know you are appreciated! I think keeping the focus on quality of life (people, animals, nature), community, relationship building through collaboration, and finding win-win outcomes when possible (and with relationship building there will be more wins and fewer frustrated people). Count me in to help. ~Lisa*

OPEN SPACE ADVISORY COMMITTEE (OSAC) SURVEY

- *I believe that your team is doing a great job. No suggestions here*
- *Provide training, guidance. As stated, you already do a phenomenal job, the best in the state! We're lucky to have such a proactive staff!*
- *Need early onboarding for new members and highlight opportunities for members to contribute beyond the meetings.*

- *Double our pay. Award program to give credit for all the work that is being done in CC. Have an annual social gathering of the board with a guest speaker or cool program. Might have Muscle Powered or FOSSR be a presenter. Have a field trip to properties that are on the list for possible purchase. An OSAC item like a hat or t-shirt done for purchase to promote OSAC.*