

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 1

A meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, January 6, 2009 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chair Pete Livermore
Commissioner Charles Adams
Commissioner Tom Keeton
Commissioner Steve Lasco
Commissioner Sean Lehmann
Commissioner James Smolenski
Ex-Officio Commissioner Molly Walt

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Park Planner
Mitch Ames, Community Center / Bob Boldrick Theater Facility Operations Supervisor
Joel Dunn, Recreation Program Manager
Thoran Towler, Assistant Deputy District Attorney
Kathleen King, Recording Secretary
Jano Barnhurst, Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours.

CALL TO ORDER AND DETERMINATION OF QUORUM (5:30:02) - Vice Chairperson Livermore called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Chairperson Curtis and Commissioners McKenna and Westergard were absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:31:01) - None.

1. ACTION ON APPROVAL OF MINUTES - December 16, 2008 (5:30:50) - Commissioner Smolenski moved to approve the minutes. Commissioner Lasco seconded the motion. Motion carried 6-0.

2. MODIFICATIONS TO THE AGENDA (5:32:18) - Vice Chairperson Livermore modified the agenda to address items 5-B and 5-C prior to item 3-A.

3. STAFF UPDATES - DISCUSSION ONLY - NO DELIBERATION

3-A. LINEAR PARK AND MOFFAT OPEN SPACE PROPERTY PATHWAY PAVING PROJECT (6:40:45) - Vice Chairperson Livermore introduced this item. Mr. Krahn advised that this project had been completed. He reviewed the two-year time frame associated with design and development of the project. One component was to take the existing path on the Lompa property and connect it with the freeway right-of-way corridor. The other component was an existing DG path by the waste water treatment plant. He stated that his department applied for two grants in March, 2007: a recreational trails program grant for \$100,000 and a Question 1 grant for \$65,000. By year's end 2007, the Board of Supervisors had

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 2

approved the grants. In early 2008, Public Works Department Director Andy Burnham agreed to design the project. Rob Fellows and Brian Doyal were assigned to the project which generated a cost savings of \$44,000, so he wished to thank them publicly. The resulting cost savings allowed them to connect the existing trail on the Moffat property to the Mexican Ditch trail. In October, 2008, the Board of Supervisors awarded the contract which has just been completed. The grants were reimbursement grants and requests to receive the grants will soon be submitted. The money was to be spent up front then upon completion submit proof and receipts that the project was completed. The \$165,000 reimbursement should be in by the end of the month. There is an action on the Board of Supervisors agenda to release the retention and accept the project officially from the contractor. He summarized that from early 2007 to just past 2008, this project was not only funded without money from the general fund or Question 18; but designed and built in a 2 year time frame. He expressed pride in his department to present this to the community. Mr. Moellendorf credited Mr. Krahn, Open Space Coordinator Ann Bollinger, and Public Works Department staff on accomplishing the project.

3-B. MEXICAN DITCH TRAIL BRIDGES PROJECT (6:47:25) - Vice Chairperson Livermore described the location of this trail project for the benefit of the new commissioners and the public. Mr. Krahn provided background information on the project as a “missing link” to the unified pathways master plan element. He reviewed the route of the trail made possible by the two bridges which will go from the Moffat property to the Mexican Ditch and to Silver Saddle Ranch and the Mexican Dam. He reviewed the funding sources, including Question #1 and Recreation Trails. He noted that no general funding was allocated to the project although some open space funding was involved. He described the bridge materials, which will be similar to the bridge near Fremont School, and anticipates the entire project will be completed by March 18, 2009. He acknowledged the Mexican Ditch owners and thanked them for their cooperation.

3-C. WATERFALL FIRE/LONG RANCH ESTATES PROJECT (6:52:05) - Mr. Fahrenbruch described the location of the project. The project is to re-vegetate and install irrigation to mitigate effects from the Waterfall fire and improve and mitigate any erosion problems that have occurred because of the fire. He advised that the project was funded through a Natural Resource and Conservation Service grant for \$258,000. He anticipates the project will commence in the next two or three weeks and be completed by March or April. He advised that a portion of the project is on Carson City Parks Department property and a portion is on Public Works Department property. He described project amenities, including a rock channel with willows and nice landscaping at the east end of the project. He noted that there have been numerous complaints from area residents because it is an eyesore. He indicated that the whole culvert system was rebuilt on the east end of the parcel which doubled the pipe capacity. The prior problem was no retention for water to be metered as it went through the parcel. The project is not only re-vegetation but also retention of water and metering of water as it goes into the pipes. It is designed to take a 10 year flood event, but anything above a 10 year flood event, will flow over the pipe and road and eventually flow to the south over to Ash Creek.

3-D. GOVERNOR’S FIELD LANDSCAPING PROJECTS (6:57:52) - Mr. Fahrenbruch advised that three landscape projects have been done since October. The projects were funded by residential construction tax previously approved by this Commission and the Board of Supervisors. The projects were incepted by City Parks staff and the Carson City Youth Sports Association. The first project was parking lot landscaping. That project was funded for \$19,000 and consisted of trees, low growing shrubs and drip irrigation, and is now complete. The second project was the T-ball expansion which was

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 3

funded for \$25,290. 1/8th to 1/5th of those funds was used to add trees to the project. The third project was the Babe Ruth improvements which were funded for \$6,900 to provide an evergreen backdrop behind the pitcher and behind the centerfield outfield fence on the large Babe Ruth field.

4. NON-ACTION ITEMS - DISCUSSION AND PRESENTATION ONLY

4-A. DISCUSSION ONLY AND REVIEW OF THE PARKS AND RECREATION COMMISSION BY-LAWS. (7:00:17) - Vice Chairperson Livermore introduced this item, and reviewed the agenda report. Mr. Moellendorf distributed to commissioners and staff an e-mail from Commissioner Westergard regarding a by-law proposal, and reviewed the proposed amendment to the commission bylaws. Vice Chairperson Livermore solicited additional proposed amendments; however, none were forthcoming. He indicated that this proposed amendment would be added to the February 3rd meeting agenda.

5. ACTION ITEMS:

5-A. ACTION REGARDING THE ELECTION OF PARKS AND RECREATION COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2009 (7:02:15) - Vice Chairperson Livermore introduced this item, and entertained nominations for chairperson. Commissioner Smolenski moved to nominate Donna Curtis as chairperson. The motion was seconded. Vice Chairperson Livermore entertained further nominations for chairperson and when none were forthcoming, a motion was made and seconded to close nominations. Nominations were closed by acclamation and Vice Chairperson Livermore declared Donna Curtis as chairperson for this year. Vice Chairperson Livermore entertained nominations for vice chairman. Commissioner Adams nominated Commissioner Smolenski for vice chairman. Commissioner Keeton seconded the nomination. Vice Chairperson Livermore entertained a motion to close nominations. Commissioner Keeton so moved. Commissioner Lasco seconded the motion. **The motion carried 6-0 and Vice Chairperson Livermore declared Jim Smolenski as Vice Chairperson of the Commission.**

5-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS FEES AND CHARGES FOR THE BOB BOLDRICK THEATER (5:33:27) - Vice Chairperson Livermore took this item out of order to allow public comment by Ms. Stephanie Arrigotti. Ms. Arrigotti gave background information on the Group of Arts Organizations and applauded this proposal. She stated that dozens of arts companies have folded in the last several months or have reached a point of cash crisis. She indicated that she assembled a 'dynamite' marketing committee in 2008 due to critical losses in 2007, but that Herb Jesse, her marketing director, ran into nothing but rejections when approaching local businesses for donations due to the economy. She indicated that this is happening across the United States. There are far fewer audience members able to attend performances. Her Spring attendance dropped 33 percent and the Fall attendance dropped 40 percent. She expressed her gratitude to Vice Chairperson Livermore who understands the need of what they offer. Her organization has an economic impact on the City. There are individuals that come from all over California and Nevada to attend her productions. Her organization brings a tremendous amount of business to Carson City and there would be a financial loss if arts organizations were not able to continue working at the Community Center.

(5:40:48) - Vice Chairperson Livermore introduced the item, and Mr. Moellendorf reviewed the agenda report. Mr. Ames narrated a PowerPoint presentation entitled Bob Boldrick Theater Fee Considerations 2009, copies of which were distributed to the commissioners and staff and which are incorporated into the

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 4

record. In response to a question, Mr. Ames noted the proposed revisions to the fee schedule include the 50 percent discount for resident, non-profit users. Vice Chairperson Livermore asked if the increase to the non-profits would be substantially larger. Mr. Ames indicated that it would have been an additional 25 percent. He also indicated that the presentation is equitable to everyone and a minimum cost to use the theater is 6 hours. In response to a further question, he advised that the Finance Department will track replacement costs. Any funding received will be split out and only allocated to replacement. He acknowledged that the school district doesn't pay replacement costs, but pointed out the "pay-back" in the joint use of school district facilities for Latch Key and sports programs. In response to a question regarding equipment life, Mr. Ames offered as an example that lighting would be upwards of 10,000 hours over a period of many years. Mr. Ames also indicated that even though Finance has agreed to track it, it would have to be a Board approved item to carry it over from one budget to the next. Mr. Moellendorf advised of a commitment from the Finance Department to track replacement costs and hoping to further formalize that in the new budget year in a sinking fund to roll over annually. In response to a comment, Mr. Moellendorf suggested that funding which carries over from year to year can work against you. He pointed out the importance of understanding that approximately 94 percent of the use of the theater is residents/non-profit use. "The bigger reduction that we give those individuals, the more the City is subsidizing those programs." Mr. Moellendorf noted the importance of providing a community theater asset and anticipated that the whole thing could be turned around by renting to for-profit entities. Cutting the discount to resident / non-profit users in turn increases the general fund subsidy. Mr. Moellendorf noted the importance of keeping in mind that budget cuts will likely be made in areas which are the most subsidized.

In response to a question, Mr. Ames estimated that of the 94 percent use of the theater by resident/non-profits, most of them use it 6 or more hours, and that only a few have used it less than 6 hours. Mr. Moellendorf pointed out that most theaters base their rate on an 8 hour day, however, here it is based on a minimum of 6 hours which is an additional discount provided to the resident users. Mr. Ames suggested that, over time, the base daily rate will be increased. Vice Chairperson Livermore commented that it was difficult for him to defend why some of Carson City's facilities have a 25 percent recovery while other facilities have a 50 percent recovery but the theater has a 100 percent recovery recognizing a 25 percent discount for non-profits. This levels the playing field for everyone to pay a fair share so one group isn't paying more than another and equatability should be a guiding principal. If times become tough and it is determined that more should be charged, those charges should be applied equally among the spectrum. In response to a question, Mr. Moellendorf referred to item 5-C and noted the recommendation to increase the subsidy for resident/non-profit use of the theater to 50 percent. He provided background information on consideration given to various functions, programs, and fees. He advised that the aquatic facility has a 50 percent return on expenses. There are other percentages of cost recovery listed in the resolution included in the agenda materials. By and large all cost recovery is at 100 percent for recreation division programs. He noted that the "playing field is not quite level." He advised that the rate is not "straight across 50 percent and that it depends on the market to some degree that you can get for different types of programs and activities." Market seems to be higher for recreation programs rather than programs geared more toward the wide spectrum of the community. Large-scale community events, i.e., the Rendezvous, is hosted by a private non-profit organization and is a huge event lasting over several days and is open to the public. Range in the resolution is a minimum of 20 percent to 100 percent which will cover direct costs. 100 percent is the most common, 50 percent for the aquatics facility and theater, and 20 percent for large scale public events.

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 5

(6:08:55) In response to a question, Mr. Ames acknowledged that the average highest increase for any organization would be \$538. He also indicated that when talking about per seat, there is a revenue opportunity. Commissioner Keeton expressed concern over providing a discount to 94 percent of the theater users in consideration of the goal to recover 100 percent of the costs. Commissioner Lehmann expressed support for the arts and the proposed 50 percent cost recovery. Referencing paragraph 10 of the resolution, recreation programs are set at a rate that is a minimum of 100 percent of the direct costs. Mr. Moellendorf indicated that resolutions can be changed and it is political pressure and pressure from the public that change resolutions. He also indicated that this is not leveling the playing field but trying to make it as equitable as possible within a resolution and fee structure.

(6:15:13) Mr. Ames acknowledged that performance fees are in addition to base fees. He further acknowledged that every user is charged a one-time administrative fee. In response to a question, he reviewed the method by which the base hourly costs were determined. Mr. Moellendorf noted that no two performances are alike. He advised that Mr. Ames and his staff have offered to train volunteers of the non-profit organizations. He further advised that the Bob Boldrick Theater is probably the only theater in the area that doesn't sell concessions and that the facility user is allowed to sell concessions and keep all the profit.

Ex-Officio Commissioner Walt discussed the importance of supporting resident/non-profit organizations. Mr. Ames acknowledged a scenario, i.e., rehearsals, in which a user would be charged the base rate and not the performance fee.

(6:20:48) Vice Chairperson Livermore opened this item to public comment. Herb Jesse reviewed a PowerPoint presentation entitled "Western Nevada Musical Theater Company Corporate Sponsorship Marketing Effort," copies of which were distributed to the commissioners and staff and are incorporated into the record.

(6:27:35) Denise Gillott of Pinkerton Ballet Theater, a non-profit organization, advised that they just celebrated the 20th year of the Nutcracker which has been performed at the Carson City Community Center. Referencing their budget, \$500 may not seem like much however every year they are within 5-10 tickets of making it for the next year. Theater costs are not their only increase. Advertising, travel for professionals, and professionals' per diem, have also increased tremendously. She indicated that they were attempting to obtain grants and corporate sponsorships with little success. She expressed her appreciation for the efforts in trying to keep the costs as low as possible. She expressed her gratitude to Carol and Preston for training their parent volunteers and for being able to keep 100 percent of the concession fees otherwise they wouldn't make it. She acknowledged a scenario in which one year they had to increase ticket sale prices which resulted in people walking away from the door. She advised that the community can't sustain increasing ticket costs again and they won't make it if they have to increase them. She requested the Commission to take that into consideration because it could be the difference in them making it or not. In closing, she indicated that as a taxpayer she understands money but would like the Commission to make the right decision as it would be heartbreaking to have a 20 year tradition close its doors.

(6:31:10) In response to a question, Mr. Jesse estimated 80 to 90 percent of the WNMTC performers are Carson City residents.

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 6

(6:31:51) Denise Gillott advised that the Pinkerton Dance Academy has a similar estimate and bring in approximately eight professionals a year. In comparing theaters, it's hard to go per seat as you have to consider the possible revenue in the community. For example, the possibilities of revenue for the Pioneer Center vs. the Carson City Community Center is night and day. The communities are different and the size is different.

(6:33:36) Mr. Jesse commented that some of the performers are school age children and they cannot take their presentations to other areas. Also some of the productions heavily rely on stage scenery which cannot be easily moved.

(6:34:29) Kirk Gardner, from Reno, commended the Carson City community on "what you do in the arts." He noted that the Bob Boldrick Theater attracts certain types of productions which Reno does not have facilities to accommodate and therefore is a tremendous resource.

(6:35:54) Vice Chairperson Livermore called for additional public and commissioner comments and, when none were forthcoming, entertained a motion. Mr. Moellendorf acknowledged staff was comfortable with the recommended action. He reminded the commissioners that during the budget process, "it's very difficult to raise revenues and at the same time reduce costs to the programs that we offer." In response to a question, Mr. Ames clarified that this rate reduction can be provided and still make money this fiscal year and more next fiscal year because there are other users as well. Mr. Moellendorf clarified that indirect costs were not included in the recovery rate. **Commissioner Adams moved to recommend to the Board of Supervisors to approve staff's recommended Bob Boldrick Theater fees and charges that include a 50 percent cost recovery rate for resident non-profit users and a minimum six hour booking block. Commissioner Lasco seconded the motion. Motion carried 5-1.**

5-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS CHANGES TO RESOLUTION 2007-R-28, "A RESOLUTION CHANGING EXISTING OR ADDING NEW FEE POLICIES (6:39:15) - Vice Chairperson Livermore introduced this item. Mr. Moellendorf reviewed the agenda report pertinent to this item. Vice Chairperson Livermore entertained a motion. **Commissioner Smolenski moved to recommend to the Board of Supervisors to change the cost recovery percentage in Item 7 of Resolution 2007-R-28, "A Resolution Changing Existing or Adding New Fee Policies," from seventy-five percent (75%) to fifty percent (50%). Commissioner Lasco seconded the motion.** Vice Chairperson Livermore called for additional public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 5-1.**

5-D. ACTION TO APPROVE A DATE FOR A PARKS AND RECREATION COMMISSION WORKSHOP TO DISCUSS GOALS AND DIRECTIONS FOR FISCAL YEAR 2009/10 BASED ON INPUT FROM THE BOARD OF SUPERVISORS' STRATEGIC PLANNING MEETING (7:04:22) - Vice Chairperson Livermore introduced this item, and Mr. Moellendorf reviewed the agenda report. Vice Chairperson Livermore requested the commission to allow Mr. Moellendorf and Chairperson Curtis to decide upon an appropriate workshop date. Vice Chairperson Livermore entertained a motion. **Commissioner Lasco moved to approve one of the Saturdays in March 2009, as the date for the Parks and Recreation Commission's Workshop to discuss goals for 2009. Vice Chairperson-elect Smolenski seconded the motion. At Chairperson Livermore's request, Commissioner Lasco agreed to amend his motion to strike the word March to say early 2009 in order to coincide with the supervisors' and chairperson's availability. Commissioner Lasco so moved and Vice Chairperson-**

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 6, 2009 Meeting

Page 7

elect Smolenski continued his second. Vice Chairperson Livermore noted that the workshop will be an open, public meeting, and encouraged the participation of the citizens as the community has a tremendous amount of insight in what recreation, programming and parks they would like to see. **Motion carried 6-0.**

6. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (7:09:55) - In response to Commissioner Lehmann's question regarding a dedicated gifting program, i.e., a drinking fountain, Mr. Moellendorf acknowledged that a drinking fountain could be donated and installed. He indicated that the Parks Gift Fund has been established in order to dedicate a specific gift. He also indicated that larger scale items, i.e., expanded playgrounds, would have to be studied for design and maintenance implications. In response to a further question by Commissioner Lehmann, Mr. Moellendorf stated that his department is currently working on an incentive program for those that wish to pay for a particular program or activity on a yearly basis vs. monthly basis. He also indicated that Carson City may be the only park and rec department that doesn't accept credit cards and is working towards implementing a credit card system for payments of fees. In response to a comment by Commissioner Lehmann, Mr. Moellendorf said he would be happy to sit down and talk about the possibility of implementing a C-Hill climb event, as it is unique to our community. Mr. Moellendorf pointed out that Molly Walt is a new member of the Board of Supervisors and assigned as an ex officio member of the Parks & Recreation Commission. As an ex officio member, she can provide input and participate in discussions but cannot vote on issues as they arise.

7. FUTURE AGENDA ITEMS (7:14:34) - Vice Chairperson Livermore reviewed the table of future agenda items included in the agenda materials. He requested any commissioners interested in agenda items to contact Mr. Moellendorf.

8. ACTION ON ADJOURNMENT (7:15:35) - Vice Chairperson-elect Smolenski moved to adjourn the meeting at 7:15 p.m. The motion was seconded and carried 6-0.

The Minutes of the January 6, 2009 Carson City Parks and Recreation Commission meeting are so approved this 3rd day of February, 2009.

DONNA J. CURTIS, Chair