

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 4, 1999 Meeting
Page 1

A joint budget meeting of the Carson City Parks and Recreation Commission and the Carson City Board of Supervisors was held at 6:00 p.m. on Tuesday, May 4, 1999 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PARKS AND RECREATION COMMISSION:	Larry Osborne	Chairperson
	John Simms	Vice-Chairperson
	Cheryl Adams	Commissioner
	Ken Elverum	Commissioner
	Robert Kennedy	Commissioner
	Glen Martel	Commissioner
	Jon Plank	Commissioner
	Stacie Wilke	Commissioner
	Charles Wright	Commissioner

BOARD OF SUPERVISORS:	Ray Masayko	Mayor
	Robin Williamson	Supervisor, Ward 1
	Jon Plank	Supervisor, Ward 2
	Pete Livermore	Supervisor, Ward 3
	Kay Bennett	Supervisor, Ward 4

STAFF:

John Berkich, City Manager
David Heath, Director of Finance
Gary Kulikowski, Internal Auditor
Mark Forsberg, Supervising Dep. District Atty.
Steve Kastens, Parks and Recreation Director
Sandy Tschumperlin, Administrative Assistant
Scott Fahrenbruch, Parks Superintendent
Larry Nair, Building Superintendent
Barbara Singer, Recreation Superintendent
David Stultz, Cemetery Sexton
Mitch Ames, Recreation Supervisor
Kurt Meyer, Recreation Supervisor
Bonnie Fahrenbruch, Recreation Specialist-Youth
Joel Dunn, Recreation Specialist-Sports
Stephanie Simpson, Reservation Coordinator
Traci Haakinson, Deputy Director, Library
Kathleen King, Recording Secretary
(BOS/PRC 05/04/99; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Mayor Masayko. The Parks and Recreation Commission adjourned at 8:23 p.m., however, the meeting continued with a quorum of the Board of Supervisors and Parks and Recreation staff. The minutes of the remainder of the meeting are included here as a matter of information. A tape recording of these proceedings is on file in the Clerk-Recorder's Office. This tape is available for review and inspection during normal business hours.

A. CALL TO ORDER AND ROLL CALL (1-0002) - Mayor Masayko called the meeting to order at 6:00 p.m. A roll call of the Board was taken and a quorum was present.

B. PLEDGE OF ALLEGIANCE (1-0009) - Mayor Masayko led the pledge of allegiance.

C. CALL TO ORDER AND ROLL CALL OF THE PARKS AND RECREATION COMMISSION (1-0016) - Chairperson Osborne called the meeting to order at 6:03 p.m. A roll call of the Commission was taken and a quorum was present.

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 4, 1999 Meeting
Page 2

D. CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0028) - None.

E. PUBLIC HEARINGS CONCERNING THE FISCAL YEAR 1999-2000 BUDGET DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING: (1-0040) -

PARKS AND RECREATION
Recreation
Community Center
Swimming Pool
Park Maintenance
Parks and Recreation Administration
Park Grants, Gifts and Donations
Pony Express Pavilion
Residential Construction Tax
Park Construction
Cemetery Fund
Facility Maintenance
Quality of Life Fund

Ms. Tschumperlin introduced a 1995 video presentation of the services provided by the Parks and Recreation Division. Following the video presentation, each Division Superintendent provided brief comments regarding accomplishments since 1995, as follows:

Recreation (1-0199) - Ms. Singer discussed development of a more aggressive public awareness program to promote the "Discover Us" motto, including creation of the "Discover Us" website, the expansion of the printed brochure, and development of the One Stop Shop for the special event permit process which, in turn, created the Reservation Coordinator position. She described improvements to each of the Community Center meeting rooms, the gymnasium, the theater, the kitchen, and the aquatic facility; and additions to the Latch Key program, including Kinder Latch Key and Kinder Kamp. A sports specialist now oversees the year-round volleyball, men's basketball and youth basketball programs. The Recreation Division also manages the adult softball league and the operation of the concession stand, which generates revenue for the Capital Improvements Project. Movers and Doers, a recreation program for the physically and mentally challenged, was started two years ago and continues to operate in conjunction with Partners in Recreation, a volunteer program, which provides opportunity to assist participants of Movers and Doers. Since 1995, the Recreation Division has been awarded two Summer JOIN grants for the theater and three grants, in three different years, from the Community Council on Youth. In addition, the Friday Night Live Program, for 13-18 year old teens, hosted two middle school dances and a Halloween event.

Facilities Maintenance (1-0262) - Mr. Nair reviewed changes in the City's infrastructure which have affected facilities maintenance. He reviewed facilities which have been "lost" since 1995, including the PAL building, storage sheds, the District Attorney's Office, the Justice Court, and the Courthouse; and facilities which have been added, including the new jail, the new courthouse, City Hall, and an evidence storage building at the corporate yard. Other facilities which will be added in the near future include the new aquatic facility and the new dispatch facility. A total of 16 man hours per week have been added to accommodate the additional workload since 1994. Facilities Maintenance is responsible for the appearance of many facilities which present the "face" of Carson City to the public, in addition to public safety, which includes support of the dispatch center, the fire stations, and the jail.

Cemetery Fund (1-0317) - Mr. Stultz discussed the completion of a self-guided tour booklet which has been received well by the public; the development along Roop Street; and use of the City's reclaimed water system.

Park Maintenance (1-0328) - Mr. Fahrenbruch described changes in the Parks Division, including reclassification of all supervisory positions, resulting in an increase in manpower without funding additional

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 4, 1999 Meeting
Page 3

resources; and the implementation of the central irrigation control system. Numerous park projects and improvements have been initiated and completed in the last five years, including installation of new playground equipment at Ross Gold Park, Sunland Vista Park, Carriage Square Park, Riley Circle Park, Governor's Field Tee-Ball Complex (a new playground), Monte Vista Park, Mills Park and Park Terrace Park. The Parks Division is currently replacing playground equipment at Sonoma Park.

(1-0356) - Ms. Tschumperlin reviewed the budget packets distributed to the Board of Supervisors and the Parks and Recreation Commissioners.

Recreation Budget (1-0381) - Ms. Singer introduced Ms. Fahrenbruch and Mr. Dunn. Ms. Fahrenbruch reviewed the 1999/2000 goals and objectives for the Youth Programs, including incorporating Boys and Girls Club enrichment programs into the Latch Key Program, development of a middle school youth program, and continued improvement of the relationship between the Recreation Division and the School District. Mr. Dunn reviewed the 1999/2000 goals and objectives for Sports Programs, including continued operation of the softball concessions, creation of a friendly, fun, family environment, and enhancement of advertising and marketing of all recreation programs. Ms. Fahrenbruch discussed budget highlights, including expansion of the Latch Key program, the Summer Loafer program, and the Trailblazer Program. The addition of a full-time Recreation Coordinator would allow implementation of enrichment programs at the Latch Key sites and assistance with planning, training and staffing of all youth programs. Grant funding is being sought for development of middle school programs in conjunction with the Boys and Girls Club and the Community Council on Youth. Last year, \$4,000 was received to fund a part-time Recreation Coordinator to develop a recreation program for teens. Since it began, the Friday Night Live Program has served 25 teens between the ages of 13 to 18. They have participated in numerous activities, including ice skating, a "scream fest," a movie marathon, and bowling on New Year's Eve. Two teen dances have attracted up to 350 youth at each event. Mr. Dunn reviewed budget highlights for the Sports Programs, including continued operation of the softball concessions, creation of extensive training programs for sports officials, and a 20% increase in youth basketball participation. Ms. Singer reviewed the supplemental requests, including partial funding for a Secretary I position for the Recreation Office. This request was accompanied by three alternative funding sources, including the general fund, a rental fee increase, or assessment of a \$10 administrative fee for each rental. Discussion ensued with regard to the alternative funding sources and Supervisor Livermore requested this item be placed on the first cut list. Further discussion ensued with regard to reservations/rentals of the Community Center meeting rooms. The second supplemental request was for a full-time Recreation Coordinator for youth programs. Ms. Singer explained that funding for this position will come from increasing the cost of youth programs by \$1.00. Supervisor Plank requested this item be placed on the first cut list for approval as a non-cash item. Discussion ensued with regard to the Latch Key Program and the appropriateness of educational enhancements. The third supplemental request was summer camp scholarships for the mentally and physically challenged. Ms. Singer discussed the program and the need for supplemental funding due to the fixed income of the participants. Mayor Masayko placed this request on the one-shot list. Discussion ensued with regard to the reduction in full time employees due to the transfer of Mr. Meyer's salary to the aquatic facility budget. Supervisor Williamson commended the Recreation Division on providing competently-staffed, well-run programs for the community. Discussion ensued with regard to the total number of people served per year in Recreation Division programs and it was staff's opinion that everyone in the community is served in some way by Parks and Recreation throughout each year.

Community Center (1-0819) - Mr. Ames presented the Community Center budget, including 1999/2000 goals and objectives, as follows: continued management of the theater lighting retrofit project, development of a teen theater program, and continued improvement to the interior maintenance and aesthetics of the Community Center. With regard to the supplemental requests, Ms. Karen Chandler, the Performing Arts Instructor at Carson High School and Adjunct Professor at Western Nevada Community College, and Roy Waltemeyer, Principal of Empire Elementary School and President of the Capitol Community Concert Association, testified in support of the need for a grant writer. Supervisor Plank requested this item be placed on the first cut list. Discussion ensued with regard to the Parks and Recreation Foundation, the difference between a grant writer and a contract fund raiser, the formation of an Arts Council, and fund

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 4, 1999 Meeting
Page 4

raising activities.

Swimming Pool (1-1190) - Mr. Meyer reviewed the 1999/2000 goals and objectives, including maintenance of detailed records of attendance and revenues, maintenance of 100% ratings on all health inspections, and transitioning the operations and scheduling of the new facility smoothly. Discussion ensued with regard to use of the aquatic facility, Question 18 funding, the upcoming swim meet, and the relationship between the Parks and Recreation Commission and the Tourism Authority.

Park Maintenance (1-1414) - Mr. Fahrenbruch reviewed this budget, including his first supplemental request for upgrading a seasonal hourly position to a permanent Park Maintenance Worker II position. He explained the continued increase in the number of park sites, including expansion of the Edmonds Sports Complex, expansion of Governor's Field by the addition of the Tee-Ball Complex, acquisition of the Long Ranch Park, acquisition of the Mountain Street trailhead, acquisition of the downtown beautification project, and the superlot landscaping near Norwest Bank. Future additions include Mayor's Park, the Public Safety Complex landscaping, the Graves Lane Extension Project landscaping, and the Caroline Street parking lot landscaping. Supervisor Livermore discussed ongoing construction of neighborhood parks and the subsequent impact on the Parks Maintenance Division, and supported this supplemental request being placed on the first cut list. Supervisor Williamson commended Mr. Fahrenbruch and his staff on their support and cooperation over the years. Discussion ensued with regard to the capital outlay request for a radio-equipped vehicle, seasonal and full-time maintenance employees, and various aspects of the organizational chart. Mr. Fahrenbruch then reviewed supplemental request number 2, an increase to the seasonal workforce by two positions. Discussion ensued with regard to the responsibility for maintenance of linear parks and street medians without additional funding. Supervisor Williamson requested one seasonal position be placed on the first cut list for \$9,630.

Parks and Recreation Administration (1-1691) - Mr. Kastens reviewed this budget and explained recent efforts to hire a seasonal park ranger. He is also working with the Bureau of Land Management to obtain partial funding for a full time ranger position. This position would then be responsible for patrolling BLM lands within Carson City. Discussion ensued with regard to grants received, the applications for which were written by Park Planner Vern Krahn.

Park Grants, Gifts and Donations (1-1778) - Ms. Tschumperlin explained the purpose and revenue sources for this budget, including softball concessions and Youth Sports Association funds.

Pony Express Pavilion (1-1822) - Ms. Tschumperlin explained this is an operating budget for the pavilion which pays for services and supplies, and occasional part-time salaries. Discussion ensued with regard to the Convention and Visitors Bureau sharing the costs of operating the pavilion, the maintenance and repair of the roller hockey rink, the CIP request for a new hockey rink, the condition of the pavilion roof, the various uses of the pavilion, and Sierra In-Line Hockey's contribution to the pavilion in the forms of funding and maintenance.

Residential Construction Tax (1-1960) - Ms. Tschumperlin explained that RCT revenue funds projects and 46% of the Parks Planner's salary. Discussion ensued with regard to park maintenance, the status of the adopt-a-park program, and suggestions for generating interest and participation.

Park Construction (1-2075) - Ms. Tschumperlin explained the revenue sources for this budget.

Quality of Life - Parks Capital (1-2104) - Mr. Kastens reviewed this budget, and discussion ensued with regard to its flexibility, i.e., funding of the aquatic facility. Mr. Kulikowski explained the budget status at the request of Supervisor Livermore. Supervisor Williamson complimented Mr. Kastens and the Parks and Recreation Commission in implementing the Quality of Life funding so quickly and showing the community the return on their investment.

Quality of Life - Maintenance (1-2351) - Mr. Kastens explained this budget and the program for purchasing

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 4, 1999 Meeting
Page 5

maintenance equipment over the next two years. Discussion ensued with regard to aquatic facility maintenance.

Vice-Chairperson Simms moved to adjourn the Parks and Recreation Commission meeting at 8:23 p.m. Commissioner Wright seconded the motion. Motion carried 9-0.

Mayor Masayko recessed the meeting at 8:23 p.m. and reconvened the meeting at 8:34 p.m. A quorum of the Board of Supervisors was present.

Cemetery (1-2655) - Mr. Stultz presented this budget and discussion ensued with regard to the projected increase in revenues. Mr. Stultz discussed his supplemental requests, including relocation of the cemetery office, and further discussion followed regarding a proposed two-phase project, project costs, the square footage of the proposed office and shop area and the costs per square foot. Mr. Kennedy discussed the timetable of the Senior Citizens Center expansion project, and various suggestions for funding. Supervisor Plank requested the \$153,575.50 be placed on the first cut list for one-shot money with the understanding that the amount would be modified on May 17 if staff could suggest an alternative to keep the cost down. Discussion ensued with regard to temporarily relocating the cemetery office to a rented facility, the logistics of the same, and alternative funding and project options. Mr. Stultz presented his second supplemental request for slurry seal and repair of the cemetery roads and Mayor Masayko added this item to the first cut list.

Facilities Maintenance (1-3550) - Mr. Nair thanked the Board for their recent tour of the Public Safety Complex and presented his budget, including his supplemental requests. Ms. Haakinson testified in support of the request for additional personnel and materials. Mr. Nair discussed the increase in square footage of buildings to maintain, "new building syndrome", the increase in service requests, and outsourcing options. Mr. Berkich commended the Facilities Maintenance Division for their willingness and cooperation in accommodating service requests. Discussion ensued with regard to janitorial services. Supervisor Plank requested that the Trades Technician position with needed provisions (\$58,881.00) be placed on the first cut list. Further discussion followed regarding reasons for not hiring a Public Safety Complex building engineer, the number of man hours needed per day for the Public Safety Complex, preventive maintenance vs. repair requests, service levels, the utility truck requested, and appointing a lead person to be responsible for the Public Safety Complex. (2-0328) Mr. Kastens presented the second supplemental request - Standby pay for Facilities Maintenance Superintendent and 4 skilled trades technicians. Discussion ensued with regard to the history of weekend/after-hours service requests, priorities such as the dispatch center and fire stations, rotating weekend shifts, and hiring a half-time tradesman for weekends and evenings. Mr. Nair presented the third supplemental request - Maintenance service for chillers at Public Safety Complex. Discussion followed regarding the warranties on the units and Mayor Masayko placed half the amount requested on the first cut list. Mr. Nair presented a request placed before the CIP Committee for an architectural space needs assessment and whole building soundness study for the Sheriff's Office. Discussion ensued concerning the Public Safety Master Plan; assessments needed, including environmental, structural, mechanical, electrical, ADA compliance, roofing and administrative; and funding sources. Mayor Masayko placed the \$19,000 request on the one-shot list and discussion ensued regarding the actual cost, checking the Public Safety Master Plan for built-in funding, the possibility of having a City engineer perform the assessment, and obtaining an independent assessment.

Quality of Life - Open Space (2-0714) - Mr. Kastens advised that the Open Space Advisory Committee had previously reviewed and approved this budget. He explained that revenues are being generated and the main expenditure has been partial funding of the Parks Planner position. The remainder is for the purpose of purchasing property. Supervisor Plank commended the Open Space Advisory Committee for their many hours of work and their commitment.

Supervisor Livermore moved to adjourn the meeting at 10:00 p.m. Supervisor Plank seconded the motion. Motion carried 5-0.

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 4, 1999 Meeting

Page 6

The Minutes of the May 4, 1999 joint meeting of the Carson City Parks and Recreation Commission and the Carson City Board of Supervisors

ARE SO APPROVED _____, 1999.

LARRY OSBORNE, Chairperson