### CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the March 17, 1998 Meeting

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A regular meeting of the Carson City Parks and Recreation Commission was held on Tuesday, March 17, 1998 in the Community Center Sierra Room, 851 E. William St., Carson City, NV at 6:00 p.m.

**PRESENT:** Chairperson Robert Kennedy

Vice Chairperson Larry Osborne

Cheryl Adams
Laurie Diefenbach
Ken Elverum
Glen Martel
Larry Osborne
Jon Plank
John Simms
Charles Wright

**STAFF:** Steve Kastens, Parks and Recreation Director

Scott Fahrenbruch, Parks Superintendent Barbara Singer, Recreation Superintendent

Mitch Ames, Recreation Supervisor Kurt Meyer, Recreation Supervisor Joel Dunn, Recreation Specialist

Bonnie Fahrenbruch, Recreation Specialist Sandy Tschumperlin, Administrative Assistant

Fran Smith, Recording Secretary

(PR 3/17/98 1-0000.5)

**NOTE** - Unless otherwise indicated each item was introduced by Chairperson Kennedy. Individuals speaking are identified following the heading of each item. 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** - Chairperson Kennedy called the meeting to order at 6:00 p.m. A roll call was taken and a quorum was present.

**PUBLIC COMMENT** - (1-0035.5) Virginia Orcutt said the Board of Supervisors is going to declare the week of May 18 as bicycle safety week. She said she is trying to get everybody who works with children to have some kind of activity that week whether it be at a park or other site. She provided a book which was a bicycle survival guide and also suggested that those involved print up something on safety which they can provide to each child and expressed the hope that children can be educated.

(1-0051.5) Ms. Orcutt then talked about a meeting the Sheriff's Department had held regarding sex deviants in the City. She provided the Commission and staff copies of forms she had been given by the Sheriff to pass out to those who wished to be notified if a sexual deviant is going to be registering in the City. She asked that interested people fill them out and send them to the Sheriff's Department. She also asked that any individual who has group meetings in their neighborhood pass these out.

#### **AGENDA ITEMS**

1. REVIEW AND POSSIBLE ACTION ON 1998-99 PARKS AND RECREATION BUDGET - (1-0099.5) Mr. Kastens expressed the hope that the Commission had the chance to review the budgets and that this was an opportunity for them to ask staff any questions they may have.

Ms. Singer introduced Ms. Fahrenbruch and Mr. Dunn. Mr. Kastens said Ms. Fahrenbruch is in charge of the Latch Key and summer programs and that Mr. Dunn is in charge of the sports programming which is adult volleyball, basketball and softball, and youth basketball. Commissioner Plank expressed his appreciation of the narratives that had been provided with each budget. At this point Ms. Singer talked about what each of the people

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in her office do. She also explained what Mr. Meyer's duties are and those of Mr. Dunn.

- (1-0151.5) Ms. Fahrenbruch provided details about the youth programs she is responsible for and noted that the participants range from kindergarten through eighth grade.
- (1-0183.5) Mr. Dunn said they have a youth program for basketball, the adult basketball, softball, and volleyball programs. Commissioner Adams asked if there is any consideration being given to having youth basketball extend beyond the eighth grade to capture those in high school who do not make the school team. She said she had been contacted by several people about this. Mr. Dunn said he had not been approached about that but could look at the potential number who might participate.
- (1-0223.5) Chairperson Kennedy asked about the funding request relating to increased services for the mentally and physically challenged. Ms. Singer explained that last year the Board had allocated \$10,000 for those programs. However, the income level for those people is so low that the programs being offered need to be subsidized especially with the transportation for those people. Commissioner Diefenbach complimented Ms. Singer and her department on the preparation of the budget document. She also asked about no figure showing in the YTD column for the Community Outreach program and Ms. Singer said that was a grant and explained the process.
- (1-0335.5) Mr. Meyer said his budget was about the same as last year and that there were not many changes. Commissioner Elverum referred to the salaries in the budget and asked how many people he had working for him. Mr. Meyers explained that there are about 30-40 and in winter there are about 10 and that these are part time positions. Mr. Kastens noted there will be additional requirements placed on the budget when the new enclosure is completed next year and that this will come in the form of Question #18 funding. He added this will also be referred to in the Quality of Life section later in the budget.
- (1-0399.5) Mr. Ames explained his theater training program for high school students and said he was very pleased with them. Commissioner Plank asked how many students are involved and Mr. Ames said about ten. Ms. Singer said last year they had been given a grant through JOIN in which students were trained in a drama program and if they get a grant again this year there will be more students going through the program.
- (1-0481.5) Commissioner Diefenbach asked about employee physicals shown in the Parks budget. Mr. Fahrenbruch explained that starting last year a requirement was instituted that all his Parks Maintenance Worker II employees be CDL which means they have to have a commercial drivers license and that a physical is part of the requirement. He then noted a reorganization a couple of years ago was accomplished by taking two foreman positions and two lead persons and creating one middle level position.
- (1-0525.5) Mr. Fahrenbruch then said he had two special requests. One was to increase the seasonal work force by two positions because of the Long Ranch Estates Phases I and II landscaping and trails. He added that these people will also work on Long Ranch Park which will be taken over by the City later this summer. The other request was to increase the seasonal work force by one position because of the impact that will be caused by Phase I of the Master Plan at Edmonds Complex.
- (1-0561.5) Commissioner Elverum noted that in three of the budgets they had looked at Services and Supplies had decreased and Ms. Tschumperlin explained that some type of grant is usually involved.
- (1-0603.5) At this point Mr. Kastens commended Ms. Tschumperlin for the job she had done in preparing the Parks and Recreation Department budget. He explained she had been working short handed for a couple of weeks and had put forth extra effort.
- (1-0635.5) Mr. Kastens then explained the need for the relief park ranger was to work on the days Mr. Richardson is off. Commissioner Wright asked about the Land Acquisition category. Mr. Kastens explained this was money that came from the City's contingency fund to make up for the difference between the land exchange with Stanton Park for the open space the City previously owned along the river.

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- (1-0689.5) Commissioner Osborne noted the special request for a part time park ranger was because of the acquisition of several open space parcels and asked which parcels are involved. Mr. Kastens said they were the open areas in the Long Ranch development and also the City's involvement with BLM in the Silver Saddle Ranch. He explained that BLM has one only ranger who patrols something like two million acres. He also talked about the river access area on the east side of the river where there is a joint effort with BLM and Empire Ranch. He added what he wanted to do was go from the two days the relief ranger works to an actual second ranger during April through September. Commissioner Osborne asked if the rifle and pistol range would get increased monitoring and Mr. Kastens said it would along with several other remote areas.
- (1-0748.5) Mr. Kastens then said the Grants, Gifts, and Donations are from the Carson City Softball Association which is a separate entity and they generate funds through their fees and snack bar which go into this and their expenses come out of it. He also noted there are other groups such as the Fuji Park Horsemans Association and the Carson City Youth Sports who have funds that come in and their expenses also come out of that.
- (1-0809.5) The Pony Express Pavilion was the next budget. Mr. Kastens said this is basically for the upkeep of the facility and the \$20,000 is used to offset the costs relating to building repair and maintenance. He also noted that CCCVB is responsible for the maintenance, operation, and oversight of the building from May to November. Commissioner Osborne asked about the \$5,000 for salaries listed in the budget. Ms. Tschumperlin explained there is a need for some part time help. However, they do not anticipate this need in 1999 and this should be rolled back to \$2,500. Mr. Fahrenbruch said in the previous budget they had received one shot money for a seasonal position and that Parks and Recreation had paid for half of the position and CCCVB had paid for the other half. He added they were not seeking that position this year because they feel they can absorb the extra labor costs.
- (1-0859.5) Mr. Kastens talked about the anticipated revenue and expenses relating to RCT. He explained that the expenditures are partially for Mr. Krahn's salary and also for an individual being used part time to work with some of the groups to get their projects started. He noted the \$100,000 figure for pending projects and said that is what is anticipated will be available in September and October when funds are allocated. He added that any money left at the end of the fiscal year automatically gets rolled over for projects in the next fiscal year.
- (1-0907.5) The bond budget was next and Mr. Kastens said this is debt payments from the 1986 and 1991 bonds and provided details on the history. He added that this will be in the budget for the next several years.
- (1-0931.5) Mr. Kastens talked about the Quality of Life budget and said this is Question #18. He noted there are three sections. The first is Parks Capital which is to take care of capital improvement projects such as the aquatic facility, the trails and bike paths, the new gymnasium, Centennial, Mills Park, Edmonds, etc. He explained that Parks capital gets forty percent, Open Space gets forty percent, and Parks Maintenance gets twenty percent for new facilities. He said the forty percent for Parks is approximately \$640,000 per year and the twenty percent is about \$300,000. He noted that the demands are more than the \$640,000 and because of that they had opted to go out for bonding so that the projects can get started. He added that Finance Director Mary Walker had said the bonding would take place in October.
- (1-0975.5) Parks Maintenance was next and Mr. Kastens said there were no expenses for the first fiscal year but he anticipates some for the second mostly associated with the aquatic facility, Edmonds, and T ball fields at Governors. He also noted that any monies left from Park Maintenance would go to Parks Capital. He then said the Question #18 monies were never intended to fund 100 percent of the operating and maintenance costs of new facilities but rather something like fifty or sixty percent and as time goes by they would have to appeal to the General Fund for help in those areas.
- (1-1005.5) At this point Chairperson Kennedy commended Mr. Kastens and his staff for the presentation which he felt provided good information. He said the budget would now go forward to the Board of Supervisors. Commissioner Diefenbach then moved to approve the 1998-99 Parks and Recreation budget as presented. Commissioner Martel seconded the motion. Motion carried 9-0.
- 2. REVIEW AND POSSIBLE ACTION ON 1998-99 CAPITAL IMPROVEMENT BUDGET REQUESTS (1-1033.5) Chairperson Kennedy commented that the Commission had previously been given the

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priority sheets for their review and ranking. Discussion ensued which included the expansion of Ms. Singer's office area, replacement of the gym floor, new hall carpeting, new microphones for the theater, Centennial Park playground replacement, kiosk and trail information sign on Mountain Street near the hospital, the change from "gang activity" to "teen activity" in the recreation alternative, the Centennial Master Plan and associated PR&P, equipment replacement for Parks Maintenance, etc. They then discussed the method to use for the rankings and it was agreed that the Commission could give Mr. Kastens their rankings. He would tally them and provide a list of their priorities.

Chairperson Kennedy declared a recess at 7:25 p.m. When he reconvened the meeting at 7:45 p.m. a quorum was present although Commission Wright left at 7:39 p.m.

(1-1467.5) Mr. Kastens said the Governors Field irrigation system was the top priority. He verbally reviewed the results of the tally relating to the other items. Chairperson Kennedy asked him to provide the Commission with a copy of the results at the next meeting. Commissioner Martel moved to approve the Capital Improvement budget plan as presented by staff. Commissioner Simms seconded the motion. Motion carried 8-0-1. As previously noted Commissioner Wright had left the meeting.

### **GENERAL DISCUSSION**

- 1. Future Agenda Items from the Commission Members - Previously discussed.
- 2. **Comments from Commission Members - None.**
- Status Reports from Commission Staff Commissioner Elverum said the Pool Committee would 3. meet April 2.
  - **Comments and Staff Reports from Staff None.** 4.
- Status Report on Question #18 Residential Construction Tax and Capital Improvement -5. None.

There being no further business Commissioner Elverum moved to adjourn. Commissioner Osborne seconded the motion. Motion carried 8-0-1. Chairperson Kennedy adjourned the meeting at 7:51 p.m.

The Minutes of the March 17, 1998 meeting of the Carson City Parks and Recreation Commission

ARE SO APPROVED_	7/21	_, 1998
/s/		
Robert Kennedy, Chair	nerson	