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A regular meeting of the Carson City Parks and Recreation Commission was held at 5:30 p.m. on Tuesday, February 15, 2000 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson John Simms

Vice Chairperson Glen Martel

Louis Cabrera Jim Dunn Ken Elverum Larry Osborne Jon Plank Stacie Wilke Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director

Walter Sullivan, Community Development Director

Scott Fahrenbruch, Parks Superintendent

Sandy Tschumperlin, Administrative Assistant

Vern Krahn, Parks Planner

Barbara Singer, Recreation Superintendent Mitchell Ames, Recreation Supervisor Joel Dunn, Recreation Specialist - Sports Kathleen King, Recording Secretary

(PRC 02/15/00; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Simms. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0004) - Chairperson Simms called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present. Commissioner Wilke arrived at 5:35 p.m.

ACTION ON APPROVAL OF MINUTES (1-0010) - Vice Chairperson Martel moved that the minutes of the January 18, 2000 meeting be approved as presented. Commissioner Wright seconded the motion. Motion carried 8-0-1-0.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS (1-0020) - None.

AGENDA ITEMS

1. UPDATE AND DISCUSSION ON THE LATEST MEETINGS REGARDING FUJI PARK/FAIRGROUNDS (1-0026) - Chairperson Simms thanked the Commissioners who had attended the last meeting. Mr. Kastens reviewed the staff report and noted that Vice Chairperson Martel had been in attendance at the meeting, together with the other Commissioners listed. He provided a brief overview of the meeting, complimented the Fuji Park Users Coalition (the "Coalition") President Jack Anderson on his facilitation of the meeting, and advised that another meeting was scheduled for February 28, 2000. Mr.

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Kastens requested that the Commissioners call the Parks Department Secretary and advise her of plans to attend the meeting. Commissioner Osborne commented on the willingness of all in attendance to work together in developing solutions. He suggested that a subcommittee or a Commission liaison be designated to attend the Coalition meetings. Vice Chairperson Martel concurred and volunteered to serve on the subcommittee; Commissioners Wilke and Osborne also volunteered. Mr. Kastens will ensure that the subcommittee receives notice of the meetings. Chairperson Simms expressed appreciation for the volunteer subcommittee and for the input he had received regarding the meeting.

(1-0170) Barbara Alexander, a resident of Clear Creek Road, expressed appreciation for Mr. Kastens' expertise as the mediator "between the users and the park." She requested his attendance at future meetings and confirmed the February 28, 2000 meeting date. Mr. Kastens committed to attending as often as possible.

(1-0190) Jim Alexander discussed his meetings with Jack Anderson to get a better understanding of past dealings with Fuji Park. He inquired as to available Question 18 funding, which was mentioned in the last meeting, and the parks to which this funding can be allocated. Mr. Kastens explained that the figure mentioned was set aside for use at the fairgrounds. He researched the information in the budget materials and clarified the exact amounts for this fiscal year and FY 2001. He explained that Question 18 provides for rolling any unexpended amounts forward to the next fiscal year, and discussed the budget process. He suggested that the Coalition representatives remain at the meeting for the discussion of the 2000/2001 Parks and Recreation budget. Mr. Alexander discussed the request of the Coalition that the sale proceeds from the Costco land be allocated to improvement or reconstruction of the fairgrounds. He expressed the desire on behalf of the Coalition that the name Carson City Fairgrounds be designated for the entire area, and inquired as to the cost of the 40-horse barn. He advised that the Coalition will continue to be very interested in all future dealings affecting the fairgrounds, and inquired as to whether or not the Clear Creek area was included in the Open Space Element of the City's Master Plan. Mr. Kastens advised he would research the matter. He commented that the area is referred to as the Carson City Fairgrounds in all correspondence, and discussed the need to change the title of the reader board.

(1-0403) Eileen Cohen, an individual user of Fuji Park, thanked the Parks Department staff for excellent maintenance of the park. She discussed the value of the park and birdwatching activities in which she has participated there. She expressed the hope that the green area along Clear Creek would be kept intact.

Commissioner Plank commented that the discussion and comments received were an example of the positive approach taken by the Coalition. He commended Mr. Alexander for his positive attitude toward providing suggestions and developing solutions.

(1-0435) Barbara Alexander discussed the varied interests and talents possessed by members of the Coalition, and expressed the hope that the Commission and City staff would choose, perhaps from among the park users, people who are capable of planning and building in the fairgrounds area. She pointed out that this would result in cost savings, and volunteered her husband for construction of a new horse barn.

Chairperson Simms commented that, through this process, he has become more aware of the history and uses of the Fuji Park fairgrounds area. He expressed the hope that the process will be an opportunity for people to come together and agree on a plan which will be suitable for all involved.

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2. DISCUSSION AND ACTION REGARDING A REQUEST FROM THE CARSON WATER SUBCONSERVANCY DISTRICT TO ADOPT THE CARSON RIVER INTEGRATED WATERSHED PLANNING PROCESS, GOALS, AND PRINCIPLES (1-0485) - Mr. Sullivan distributed updated handouts, and introduced Meg Getty, the Watershed Coordinator, for the Carson Water Subconservancy District. He referred to his February 15, 2000 memo, and advised that Ms. Getty's presentation has been made to the Carson River Advisory Committee, the Open Space Advisory Committee, and will eventually be made to the Storm Drainage Advisory Committee, the Planning Commission, and the Board of Supervisors. He discussed the goal of the Carson River Integrated Planning Process to have every county along the Carson River adopt the guidelines as planning principles.

Ms. Getty provided information on the Integrated Watershed Planning Process, and thanked Mr. Sullivan for the excellent review of the various master plan elements done by his staff and the staff of other City departments. She displayed a slide presentation on the guiding principles. In response to a question, Ms. Getty explained that once the Planning Process has support up and down the River, implementation will be discussed. The biggest potential threat to the program is apathy. At the request of Commissioner Cabrera, Ms. Getty explained the Alpine Decree.

Mr. Sullivan advised that the Carson River Advisory Committee supported the guiding principles unanimously. In response to a question, Ms. Getty explained that Alpine County has not yet been provided a formal presentation; however, the Carson Water Subconservancy District is working to involve Alpine County. Discussion ensued with regard to the specifics of implementation. Mr. Sullivan expressed appreciation for the efforts of Mr. Kastens and Mr. Krahn in reviewing the Master Plan Elements of Parks and Recreation, the Transportation/Bicycle System, the Carson River, and the Eagle Valley Trails System. In addition, Utilities Operations Manager Tom Hoffert has also determined that the guidelines conform with Utilities Department programs. Vice Chairperson Martel moved that the Parks and Recreation Commission endorse the use of the Carson River Integrated Planning Process Guiding Principles in Parks and Recreation planning, and encourage the Board of Supervisors to do the same at the City level. Commissioner Wright seconded the motion. Discussion ensued with regard to the motion, and Vice Chairperson Martel amended his motion to reflect the name "Carson River Integrated Watershed Planning Process Guiding Principles." Motion carried 9-0. Chairperson Simms thanked Ms. Getty for her presentation.

3. REVIEW AND POSSIBLE ACTION ON 2000-01 PARKS AND RECREATION BUDGET (1-0995) - Mr. Kastens provided an overview of the budget materials presented. He advised that additional documentation is available at the Parks and Recreation Department should any of the Commissioners wish to review it. He explained that the Finance Department had instructed that the services and supplies line items were to remain the same as last year. The differences reflected in the salaries and wages categories are a result of cost of living and merit increases.

(1-1075) - **Recreation.** Ms. Singer and Mr. Ames reviewed the Recreation budget, including increases in facility contracts, bus rentals, and insurance premiums; and increases in salary for hourly staff members. She pointed out that the recreation programs are self-supporting. Ms. Singer responded to questions regarding the capacity of the Latchkey programs at Mark Twain, Fremont, Seeliger, and Fritsch Elementary Schools, and discussion ensued with regard to the possibility of creating additional openings.

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Ms. Singer reviewed the supplemental request for the Middle School Theater Apprenticeship Program. She has requested a \$2500 special projects grant from the Nevada Arts Council. In response to a question, Ms. Singer clarified that the program is not designed only for "at risk" students but for students who "don't fit" into other programs. She explained that the program is free but cannot be opened to the public because of the limited space. In response to a question, Ms. Singer explained the procedure for establishing candidacy, and the requirement for the participants to understand the commitment and abide by the rules of the program. Twenty to 25 children will be involved in the program which will run for six weeks during the summer, 20 hours per week.

Ms. Singer reviewed an additional supplemental request to add special events revenue and expenditure line items to the budget. In response to a question, Mr. Kastens explained the reason for presenting the request to the Commission. He advised that the only other alternative is the gifts, grants and donations fund; however, the revenues allocated to that fund are for specific recipients.

(1-1358) - **Community Center.** Mr. Ames advised that the line items will remain the same at the request of the City Manager. He reviewed the supplemental request for ongoing funding to offset increases in heating costs, and the supplemental request for one-shot funding to hire a contract grant writer. Discussion ensued with regard to the reason the request was not funded last year. Commissioner Wilke advised that the school district has received almost a half million dollars to add to the budget as a result of the efforts of their grant writer. Commissioner Plank suggested that data from the school district's grant writer be obtained to further validate the request.

(1-1438) - **Swimming Pool.** Ms. Singer presented the swimming pool budget and pointed out the changes in the power and heat categories. Mr. Kastens advised that the budget could change once a history is established for operation of the facility.

Commissioner Plank commented on the significant increase in health insurance for every departmental budget, and the amount budgeted for heat and power at the Public Safety Complex.

Ms. Singer distributed the Monthly Recreation Report, and invited the Commissioners to telephone or visit the Recreation Office with questions or suggestions. Commissioner Wilke requested that the *Discover Us* publication be included in the agenda packets.

(1-1504) - **Parks.** Mr. Fahrenbruch solicited questions regarding the operating budget; however, none were provided. He reviewed the priority one supplemental request to increase the seasonal workforce by two positions. He advised that this request had been presented to the Board of Supervisors last year with the justification that the positions were needed to maintain current levels of service. Since the projects didn't come on line until the spring of 2000, Mr. Fahrenbruch advised that the Parks Department was able to "limp through" without the additional positions. He advised that the Parks Department is facing widespread reductions in levels of service if the positions are not funded this fiscal year. This will affect neighborhood parks, community parks, special events, and the Edmonds and Governor's Sports Complexes. Mr. Fahrenbruch and Mr. Kastens will be presenting this information to the Youth Sports Association at their monthly meeting on Wednesday, February 16.

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The sites being acquired by the Parks Department this year include Long Ranch Estates phases 1-4 open spaces areas, Long Ranch Park, Mayor's Park, and the Graves Lane extension project. In response to a question, Mr. Fahrenbruch explained that he had recently met with his staff regarding filling a vacant supervisor position with two full-time maintenance worker positions. With Mr. Kastens' input, he approached the Board of Supervisors with the request, and received approval to use general fund money and Question 18 funding to hire the two park maintenance workers in lieu of the supervisor. These two positions will offset the need for Question 18 project maintenance; however, a void remains for funding maintenance of residential construction tax projects. In response to a question, Mr. Fahrenbruch explained funding sources for the Edmonds and Governor's Field Sports Complexes staff, and discussion ensued regarding the same. Further discussion regarding user fees took place, and Mr. Kastens assured the Commission that the possible reduction in levels of service does not translate to compromising safety. The responsibilities for maintenance of all parks facilities will simply have to be balanced out.

Commissioner Osborne expressed concern over the responsibility for maintenance of landscaping projects which the Parks Department has had to assume. He suggested that the Commission needs to review this matter and make a recommendation to the Board of Supervisors.

Commissioner Plank referred to page 19 and inquired of Mr. Fahrenbruch as to the reasoning behind presenting both requests. Mr. Fahrenbruch explained that he is providing the Board of Supervisors an option between seasonal positions or contract services. Mr. Kastens noted that if the priority one supplemental request is funded, the priority 3 and 4 requests can be eliminated or vice versa. Commissioner Plank commented that if contract services are selected over increasing the seasonal workforce, he would prefer to see them applied to median maintenance.

Vice Chairperson Martel inquired as to the linear parks along College Parkway and Northridge Drive. Mr. Fahrenbruch explained that the City has a two-year maintenance period for Northridge Linear Park which "buys some time." Discussion ensued regarding the difference in cost between the seasonal positions and the contract services. Mr. Fahrenbruch acknowledged that there are no user fees associated with Long Ranch Estates open space, Long Ranch Park, Mayor's Park, and the Graves Lane Extension. In response to a question, Mr. Fahrenbruch and Mr. Kastens provided background information on the assignment of the maintenance responsibilities for median landscaping to the Parks Department.

Mr. Fahrenbruch reviewed the priority two supplemental request to upgrade a seasonal position to a permanent Park Maintenance Worker II position. Partial funding for this position would come from that which is currently allocated to the seasonal position.

Mr. Fahrenbruch reviewed the priority three supplemental request for contract services to maintain Long Ranch Park and the Long Ranch open space areas. He advised that he and Mr. Kastens have been meeting with the residents regarding maintenance of the open space areas, and he has been informed that several of the residents will be in attendance at the Parks budget hearing before the Board of Supervisors. He reiterated that the contract services request is presented as an option to the Board in lieu of the two seasonal positions. Mr. Fahrenbruch acknowledged that he had obtained actual quotes from contractors as reflected in the costs portion of the request.

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Mr. Fahrenbruch reviewed priority request four to seek contract services to maintain the Graves Lane extension landscaping. This is also an option instead of the seasonal positions. Mr. Fahrenbruch responded to questions regarding the impact of the responsibilities. Discussion ensued regarding improvements to Fuji Park which will decrease maintenance responsibilities. Commissioner Wilke commended Mr. Fahrenbruch on maintenance of the neighborhood parks.

(1-2274) - **Parks Administration.** Mr. Kastens explained that the Parks Administration budget remains the same. In response to a question, he advised that seasonal funding had been allocated for a second park ranger, who will start April 1st. The park ranger has requested permission to patrol on bicycle for a few hours a day which Mr. Kastens is attempting to accommodate.

(1-2324) - Quality of Life - Parks Capital. Mr. Kastens referred the Commissioners to page 25, and advised of a correction to the last footnote to reflect \$40,000 instead of \$60,000. He requested the Commission's support for the three projects listed: Centennial Park, the Community Center stage, and Mills Park. He referred to the section entitled "Ending Fund Balance, Unreserved-Parks Capital" and explained the funding source. Due to fluctuations in sales tax, he recommended that \$150,000 be retained in this fund.

With regard to the Centennial Sports Complex, Mr. Kastens distributed a petition which was developed following a meeting between Recreation Specialist Joel Dunn and members of the Carson City Softball League. He explained that Mr. Dunn has aggressively pursued a plan of improvements which will sustain the quality of the complex until 2004/2005. Mr. Kastens reviewed the proposed improvements, including fence work on some of the lower fields, infield work on field 3, and infield work in the upper portion of the complex. Mr. Kastens advised that the proposed improvements are in compliance with the provisions of Question 18 as it applies to the complex. Mr. Dunn advised that the users had overwhelmingly received the recommendation for improvements to the fields.

At the request of Commissioner Elverum, Mr. Kastens explained the amounts contained in the Unreserved-Parks Capital fund. The amount needed to fund the three projects has already been deducted. Discussion ensued regarding the language contained in the Quality of Life ballot question, and Mr. Dunn advised that the plan for the proposed improvements is based on comments and suggestions he has received over the years from the softball players. In response to a question, Mr. Kastens advised that once all the projects initially addressed by the Quality of Life initiative are accomplished, new projects will be proposed, funded, and constructed. He acknowledged that the proposed improvements comply with the provisions of Question 18.

Mr. Ames reviewed the proposed improvements to the Community Center stage, as follows: Retrofit the theater lighting system, replace the theater curtains, and replace the orchestra pit cover. He advised that the theater lighting system is in the design stage, and that he recently received the preliminary design from the theater lighting consultants, Dinter Engineering and Auerbach & Associates. The preliminary design was developed in conjunction with input from the theater users and Mr. Ames. He clarified that the final design will encompass the theatrical aspect only, and does not include electrical, structural, or architectural revisions which may be needed. Once the theatrical design is complete, a study will be conducted as to needed modifications. The curtains are on hold until the theatrical lighting is complete. Mr. Ames advised that he has been working with several companies to develop a design and cost for the orchestra pit.

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Preliminary figures are at \$60,000, and the project will move forward in conjunction with the lighting project. He is researching the requirement for an ADA lift for the orchestra pit. Mr. Kastens reiterated that Mr. Ames has been working with the theater users to develop this project, and advised that the users are the driving force behind progress on this project.

Mr. Kastens reviewed proposed improvements to Mills Park, including the east end of the park as well as rehabilitation of the Wungnema House. He explained that the Wungnema House rehabilitation is proving more expensive than anticipated and this is the reason for the proposal to allocate an additional \$40,000 to the Mills Park account. He advised that the design for improvements at the east end of the park is nearing completion and will be submitted to the Commission for review in the near future.

(1-2870) Jim Alexander discussed the recent Redevelopment Authority Citizens Committee ("RACC") meeting wherein a number of young people appeared to protest the possibility of an ordinance prohibiting skateboards and rollerblades in the downtown area. He inquired as to the possibility of a small amount of funding being allocated to improve the existing skating facility or to construct a new one in a different location. Mr. Kastens advised that Supervisor Robin Williamson, the Chairperson of the RACC, has requested that a meeting be scheduled between herself, Mr. Kastens, and some of the users. He advised that City staff and the engineers were very aware that there would be a certain group that would progress beyond the challenge of the facility. The facility was designed and constructed to reduce liability to the City, and with the beginning skater in mind. Chairperson Simms commented that the community is very fortunate to have the facility.

(1-3032) Mr. Alexander inquired as to the length of time that Question 18 funding has been accumulating, and Mr. Kastens advised that it started on July 1, 1997. Mr. Kastens acknowledged that there have been no significant capital improvements to Fuji Park since that time, and Mr. Alexander inquired as to how to begin implementing expenditure of capital improvement funding for Fuji Park. Mr. Kastens explained that the emphasis has been on an irrigation system at the present time. Chairperson Simms suggested agendizing this matter as a separate item for the February 28 Fuji Park Users Coalition meeting, and discussion ensued with regard to the same and with regard to the \$224,084 in the Fairgrounds fund. Mr. Alexander inquired as to whether or not the funds allocated to the Fairgrounds are specifically earmarked, and requested that the money be set aside in a park trust, and invested at compound interest, until such time as plans can be developed. He discussed the desire of the Coalition to accomplish a planning phase prior to deciding to fund improvements. Chairperson Simms assured Mr. Alexander that the intent of the Commissioners is to effectively and efficiently participate in the planning process. In response to a question, Mr. Kastens advised that there is a generic plan for the \$224,084, including irrigation and the possible construction of a new restroom; however, it is not earmarked for specific improvements. He acknowledged that plans to satisfy the users can be developed.

Commissioner Wilke inquired as to plans for the funding allocated to the Rifle and Pistol Range, and Mr. Kastens advised that the users have developed a master plan which does not include construction of an indoor facility. He explained that the impediment is getting water to the site.

(1-3389) **Quality of Life - Maintenance.** Mr. Kastens referred to the Furniture and Fixtures line item under Capital Outlay, and explained that last year the Parks Department began a two-phase program to purchase some of the equipment needed to maintain future facilities.

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- (1-3418) **Grants, Gifts, and Donations.** Mr. Kastens explained that this is basically a "pass through" account for grants, gifts, and donations received and expended for specific recipients. Ms. Tschumperlin discussed Mr. Krahn's in-house grant writing efforts which generated almost \$100,000, with matching funds from Question 18.
- (1-3452) **Pony Express Pavilion.** Mr. Kastens explained that this is the budget for operation and maintenance of the facility. He advised that most of the expenditures are for repair and maintenance of the hockey rink.
- (1-3468) **Residential Construction Tax.** Mr. Kastens explained the source of revenue for this budget, and advised that most of the revenues have been earmarked, under previous agreements, for specific neighborhoods or subdivisions under construction. He referred to the bottom of page 33, Pending Projects, and advised that the figure reflected is generally the amount of money available to allocate.
- (1-3499) **Bond.** Mr. Kastens explained that this budget represents debt retirement on the 1990 park construction bond, the 1997 park refunding bond, and the 1994 Pony Express short-term financing.
- Mr. Kastens advised that the Capital Improvements Projects ("CIP") Committee met in December and made recommendations which have not yet been presented to the Board of Supervisors for approval. A meeting is scheduled between the CIP Committee and the Internal Finance Committee on Friday, February 18th to review the recommendations. Mr. Kastens will provide a status report at the next meeting.

Vice Chairperson Martel moved that the Parks and Recreation Commission approve the Parks and Recreation budget as presented. Commissioner Osborne seconded the motion. Motion carried 9-0.

Chairperson Simms expressed appreciation for the citizens' comments, and for the condensed version of the budget.

GENERAL DISCUSSION

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-3601) - Vice Chairperson Martel requested that a report from the Coalition meeting be agendized for the April Parks and Recreation Commission meeting. Commissioner Osborne requested that a report from the meeting with the skate park users be agendized. Commissioner Cabrera referred to Mr. Kastens' use of the term "riparian traffic" and his discussion of conditions along Clear Creek at the Coalition meeting. Vice Chairperson Martel discussed the identification of Clear Creek as open space in the Fuji Park Master Plan. Commissioner Cabrera requested more information on this matter at the next meeting.

COMMENTS FROM COMMISSION MEMBERS (2-0003) - Commissioner Wright requested an updated map of the fairgrounds without the Costco territory, i.e., the creek area, the grass area, etc. Mr. Kastens will obtain an aerial photograph.

STATUS REPORTS FROM COMMISSION MEMBERS (2-0029) - None.

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COMMENTS AND STATUS REPORTS FROM STAFF (2-0031) - Mr. Krahn distributed the *Discover Us* publication.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (2-0036) - Mr. Kastens reported that a walk-through had been conducted at the Edmonds Sports Complex regarding the electrical project, and the turf is beginning to germinate. With regard to the aquatic facility, the therapy pool and the lobby are in the process of being enclosed and the window frames are installed. Mr. Krahn reported that Carson River Park is complete.

ADJOURNMENT (2-0079) - Vice Chairperson Martel moved to adjourn the meeting at 8:31 p.m. Commissioner Osborne seconded the motion. Motion carried 9-0.

	bruary 15, 2000 meeting of	the Carson City Parks	and Recreation	Commission ar
so approved this	_ day of April, 2000.			
	JOHN S	IMMS, Chairperson		