

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 1, 2007 Meeting

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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, May 1, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Donna Curtis
Vice Chairperson John Felesina
Sam Bauman
Leanndra Jones
Tom Keeton
Pete Livermore
John McKenna
Glenn Tierney
Rich Wontorski

STAFF: Linda Ritter, City Manager
Roger Moellendorf, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Park Planner
Daria Petrenko, Administrative Assistant
Patrick Pittenger, Transportation Program Manager
Joel Benton, Senior Deputy District Attorney
Kathleen King, 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, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

CALL TO ORDER AND DETERMINATION OF QUORUM (5:33:18) - Chairperson Curtis called the meeting to order at 5:33 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:33:48) - None.

1. ACTION ON APPROVAL OF MINUTES - March 20, 2007 and April 3, 2007 (5:33:56) - Commissioner Keeton moved to accept the minutes, as presented. Commissioner Bauman seconded the motion. Motion carried 9-0.

2. MODIFICATIONS TO THE AGENDA (5:34:21) - None.

3. STAFF UPDATES (5:34:31) - Mr. Krahn provided a status report on the Ronald D. Wilson Memorial Park project. Final plans will be submitted to the Public Works Department on May 3rd. Mr. Krahn anticipates the project will be submitted to the bid process by Friday, May 11th. Mr. Krahn reported that staff has been working with Mike Pegram, his contractor, and Lyon County representatives on the Fairgrounds improvement project. The demolition phase of the project is complete. In response to a question, Mr. Krahn advised that the specially-designed soil from the Fairgrounds arena has been removed and is being stored across the creek. He reviewed details of the salvage operation portion of the demolition phase. Reconstruction will be done in two phases: first the parking lot, then the Fairgrounds. Mr. Krahn

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expressed the hope that the parking lot will be under construction by the end of May. In response to a question, he anticipates there may be more cost than the current \$2.5 million budget. He will have a better idea once cost estimates for the parking lot are known. The consultant team has been directed to provide cost estimates within the next three weeks. Mr. Krahn anticipates that, based on the construction time frames, the project will be complete by November 2007.

Mr. Krahn advised of having developed a rebid strategy for the urban fishing pond project. Once it has been reviewed by various City officials, he will begin targeting a rebid for sometime in July. The basic strategy is to have certain elements of the project done under smaller contracts. One of those elements is the dewatering portion of the project.

Mr. Krahn reported that he will present, together with Ann Bollinger and Ann Macquarrie, an application for the Mexican Ditch Trail bridges and the Linear Park connectivity project to the Nevada State Parks Recreation Trails Grant Committee on Friday, May 4th. He anticipates receiving word with regard to grant awards within two weeks following the presentation.

Mr. Krahn reported that the first warning / informational sign has been installed along the Carson River Aquatic Trail. He thanked Nevada Department of Transportation representatives for installing the sign. The remainder of the warning / informational signage will be installed before the end of the month. Mr. Krahn and Ms. Bollinger will present a grant application to the Carson-Truckee Water Conservation District, on May 17th, for the Morgan Mill Road River Access Area. In addition, a \$250,000 grant application will be submitted to the Nevada Department of Wildlife by the end of the week for the Morgan Mill Road River Access Area. Chairperson Curtis thanked Mr. Krahn for his report.

Mr. Fahrenbruch reviewed the plan to rebuild the Ash Creek Drainage Channel in Mills Park. The Public Works Department contractor anticipates completing the project within twenty days. Mr. Fahrenbruch explained past problems with maintaining the channel following flood events, and the method by which the drainage channel will be rebuilt. Commissioner McKenna advised that graduation is June 9th. Mr. Fahrenbruch advised he would pass this information along to Public Works Department representatives.

Mr. Moellendorf advised of having distributed to the commissioners and staff the latest issue of the *Discover Us* publication. He commended Recreation Division staff on once again putting together a very attractive publication. He expressed the hope that the public considers the publication easy to use. He advised that he will be on vacation for two weeks, and referred the commissioners and the public to Mr. Fahrenbruch in his absence.

Mr. Moellendorf acknowledged that the theater improvements project was agendized for the May 3rd Board of Supervisors meeting. He provided an overview of the bid process, and reviewed the improvements project which includes new lighting, seating, carpet, and paint for the auditorium. The project cost is estimated at \$300,000, funding to be allocated from Question #18, residential construction tax, and the capital improvements program. In response to a question, Mr. Moellendorf advised that improvements to the orchestra pit and lights for the new fixtures are not included in the cost estimate.

Mr. Moellendorf reported that the Board of Supervisors approved the landscape maintenance ordinance on first reading. Second reading was agendized for the May 3rd Board of Supervisors meeting; however, in light of issues brought forward by attorneys for the Lennar Development Corporation, the item has been

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pulled from the agenda. Parks Department staff and Mr. Benton will schedule a meeting with the Lennar Development Corporation attorneys to discuss their concerns. If all goes well, the ordinance will be reagendized for second reading at the May 17th Board of Supervisors meeting. Mr. Moellendorf advised that significant revisions to the ordinance will require a new first reading.

(8:09:04) Mr. Pittenger reported that the JAC Transit System broke every ridership record in March, and that April's ridership has already exceeded March's numbers. He offered his assistance to the commission with any aspect of the JAC Transit System.

4. NON-ACTION ITEMS:

4-A. REVIEW AND DISCUSSION OF THE CARSON CITY GENERAL FUND AND THE PARKS AND RECREATION DEPARTMENT'S ANNUAL BUDGET PROJECTS, INCLUDING QUALITY OF LIFE INITIATIVE (Q#18) AND RESIDENTIAL CONSTRUCTION TAX ("RCT") FUNDS FOR FISCAL YEAR 2007-08 (5:52:30) - Chairperson Curtis introduced this item. Mr. Moellendorf provided an overview of the item, and Ms. Ritter narrated a PowerPoint presentation of the General Fund Update. In response to a question, Ms. Ritter reviewed a graph depicting the contribution of parks and recreation fees to the general fund. Commissioner Livermore noted the importance of annually evaluating and adjusting parks and recreation fees and charges. In response to a question, Ms. Ritter displayed the graph depicting the amount of revenue generated from Question #18. Chairperson Curtis noted that the commission will review fees and charges at the June meeting.

In response to a question, Ms. Ritter advised that City officials are "taking a very realistic look at the budget and what our roll up costs are." She discussed the plan to "bring the base budget down in line with what we can afford as far as annual increases." In response to a further question, she discussed the preference to strategically consider reductions in a holistic fashion. She provided examples of "crossing department lines to help one another out to implement ... reductions." She will ask the Board of Supervisors to strategically work on additional reductions without affecting service levels over the next year. She expressed a preference to accomplish additional reductions through attrition so as not affect employee lives. In response to a further question, she advised that employee contracts are in the process of being negotiated. She noted the importance of equitable and competitive compensation levels.

Commissioner Livermore discussed the importance of fees and charges being more commensurate with costs for services and supplies. He noted the particular benefit of low-cost parks and recreation facilities to for-profit organizations. Ms. Ritter discussed one of the Board of Supervisors' goals this year to form two "blue ribbon panels;" one to consider the culture / recreation component of the budget and another to consider public safety funding. Chairperson Curtis thanked Ms. Ritter for her presentation. Ms. Ritter offered to update the commission once the Board of Supervisors approves the final budget.

Mr. Moellendorf advised of plans to present a comprehensive overview of fees and charges, with recommendations, at the June 19th commission meeting. He has been working diligently on fees and charges with Mr. Fahrenbruch and Recreation Superintendent Barbara Singer. He referred to Exhibit A of the staff report, and reminded the commissioners that the figures represented the proposed budget. He reviewed the staff report and Exhibit A, and noted the line item budget materials included in the agenda packets for the commissioners' information. He introduced Ms. Petrenko, and described her responsibilities in the Parks Administration Office. He responded to questions regarding the Seasonal

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Employment table included in the agenda materials. Mr. Fahrenbruch explained that 15 inmates will offset the loss of 10 seasonal employees. He noted the resulting budget reduction of \$84,500. He responded to additional questions regarding the use of inmate crews. In response to a question, Mr. Fahrenbruch advised that the 22 seasonal employees includes those positions funded by the Youth Sports Association, the general fund, Question #18, and the gas tax. He acknowledged there are different levels of service in different areas. Sports complexes experience intense wear and tear and must be maintained accordingly. Mr. Fahrenbruch advised that adjustments can be made at some of the more passive facilities, including neighborhood parks, landscapes, and streetscapes. He explained that staff is endeavoring to strike a “good balance so that we don’t neglect anything.”

In response to a question, Mr. Fahrenbruch expressed a willingness to talk with any group or neighborhood association interested in adopting a park or recreation facility to assist with maintenance. He discussed a former adopt-a-park program, and suggested the possibility of resurrecting it. He advised that volunteers are used a lot, and listed projects being done this week.

Commissioner McKenna noted the amount of time invested by staff in coordinating advisory board, commission, and committee meetings. He inquired as to the possibility of consolidating some of the advisory boards, commissions, and committees and / or eliminating some of their work. He suggested the possibility of reconsidering the method by which the City receives public input. Mr. Moellendorf advised of having brought this subject to this commission in the recent past in terms of costs to the Parks and Recreation Department to prepare for and attend advisory board, commission, and committee meetings. He suggested there may be cost savings realized in consolidating advisory boards, commissions, and committees. He advised that the Shade Tree Council has been encouraged to become more independent of staff. The Carson River Advisory Committee recently amended their bylaws to meet every other month. The Open Space Advisory Committee is currently meeting monthly but has considered meeting every other month. Mr. Moellendorf reiterated the proposal to reduce the Parks and Recreation Commission meetings to once a month.

In response to a question, Mr. Moellendorf discussed the Question #18 pending projects category. Commissioner Livermore provided background information on the purpose for requesting the subject item. He commended Parks and Recreation Department staff on their professionalism and efficiency. Chairperson Curtis called for public comment and, when none was forthcoming, thanked City staff for their presentation.

5. ACTION ITEMS:

5-A. ACTION TO RECOMMEND TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”) APPROVAL OF THE BICYCLE AND PEDESTRIAN ELEMENT AMENDMENT TO THE CARSON AREA REGIONAL TRANSPORTATION PLAN (6:36:31) - Chairperson Curtis introduced this item. Mr. Pittenger provided background information on the CAMPO and the Regional Transportation Plan (“RTP”). He discussed his role as CAMPO staff, and Mr. Krahn’s role in development of the preliminary draft bicycle and pedestrian element. In response to a question, Mr. Pittenger advised that copies of the preliminary draft bicycle and pedestrian element were provided to Carson City School District Director of Operations Mike Mitchell and to Barbara Howe. In response to a further question, he advised that the Safe Routes to School Program is one component of the bicycle and pedestrian element. He further advised that he is in the process of assisting a Seeliger

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Elementary School teacher in developing a grant application for the Safe Routes to School Program. He suggested an appropriate presentation to the School Board would be on the topic of the Safe Routes to School Program. In response to a further question, he advised there is a “great deal” in the unified pathways master plan element which is not included in the draft bicycle and pedestrian element. Due to fiscal constraints and the nature of improvements required as part of the regional transportation plan, projects which are recreational in nature cannot be included. In response to a further question, Mr. Pittenger advised that fiscal constraints in the plan would prohibit including all lines on the unified pathways master plan element map. The regional transportation plan requires being able to prove the ability to pay for all improvements. Mr. Pittenger discussed the importance of “serving the focus areas and still providing a network that can be readily used by the citizenry.” He advised there are two plans included in the draft bicycle and pedestrian element: the fiscally-constrained plan and the vision plan. Chairperson Curtis referred to Sue Newberry’s May 1st e-mail, copies of which were distributed to the commissioners and staff prior to the start of the meeting. In response to a question, Mr. Pittenger advised of “great opportunity” to modify the draft bicycle and pedestrian element during the public comment period, and prior to any final review by the CAMPO. He referred to a series of four maps, included in the agenda materials, clearly displaying corridors and areas of improvement, and advised that any comments and input from any constituent would be considered.

Mr. Moellendorf reminded the commissioners that the unified pathways master plan element represents the vision of the community in terms of “unlimited resources.” The bicycle and pedestrian element is fiscally constrained. In response to a previous comment, Mr. Pittenger advised that the maps for the two plans serve completely different purposes. Developers would be provided the unified pathways master plan element maps. The CAMPO will make certain projects eligible for federal funding. It also indicates that federal funds can be used for bicycle and pedestrian projects.

Mr. Pittenger reviewed the Preliminary Draft Regional Transportation Plan which was included in the agenda materials. He noted there had previously been separate bicycle and pedestrian elements. Because of project overlap, these elements have been combined. In response to a question, Mr. Pittenger advised of a pending legislative bill which would require helmets for youth. In response to a further question, he advised that his children recently completed a bicycle riding course at their school. He further advised that the Safe Routes to School Program is required to have a state coordinator and to spend between ten and 30 percent of allocated funding on non-infrastructure improvements, i.e., education, enforcement, etc. Mr. Krahn noted the involvement of Muscle Powered in providing safety education programs. He referred to the first edition of the Muscle Powered Bicycle Route Map which included “a whole page” of bicycle safety information. Muscle Powered is currently working on the second edition of the Bicycle Route Map. Mr. Krahn noted the RTP policy indicating the community responsibility for providing safety education programs. Mr. Pittenger advised of opportunities for programs sponsored by local bicycle shops, charitable organizations, etc. He agreed there are a number of different avenues through which to implement bicycle safety education programs.

Mr. Pittenger reviewed the “Vision” Plan portion of the RTP in conjunction with maps 1 through 4. In response to a question, he explained that the quarter mile circle drawn around each school designates a focus area for the expenditure of funding. He discussed a recent application for Community Development Block Grant funding for Empire Elementary School. In response to a question, he explained the reason for focusing the CDBG funding request on the area of Empire Elementary School. In response to a question regarding the purpose for designating sidewalks along Fifth Street near the Prison, Mr. Krahn discussed

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the importance of establishing an east / west corridor according to the unified pathways master plan element. In response to a question, Mr. Pittenger advised that the RTP does not represent project design nor does it consider the locations of specific right-of-way acquisitions. Project costs would not be considered until a funding source was identified. Mr. Pittenger advised that the RTP represents a long-range / visionary document. He acknowledged project costs as a concern, but reiterated they are not considered as part of the RTP. He continued reviewing the maps included in the agenda materials. He and Mr. Krahn responded to questions regarding the purpose for pedestrian access around the proposed interchange at Spooner Summit. Discussion followed.

In response to a question, Mr. Pittenger advised that a copy of the RTP was provided to Equestrian Alliance President Mike Torvinen. Mr. Pittenger reviewed maps 3 and 4 of the RTP. In response to an earlier question, Commissioner Wontorski indicated a suggested crossing location from the east side of Highway 395 to access Fuji Park / Fairgrounds. Mr. Pittenger acknowledged that existing as well as proposed facilities are depicted on map 4. Extensive discussion took place regarding the multi-modal path along the freeway. In response to a question, Mr. Pittenger discussed plans to install bicycle racks on the Jump Around Carson buses.

Mr. Pittenger reviewed the Financially Constrained and Implementation portions of the RTP in conjunction with associated maps. Discussion took place regarding the mechanism of enhancement funds, and Mr. Pittenger reviewed possible funding sources, as outlined in the draft. In response to a question, Mr. Krahn advised that bicycle and pedestrian facilities will be provided at Carson-Tahoe Regional Medical Center by the developer. In response to a further question, he advised of City requirements which will be imposed on the developers of properties adjacent to CTRMC to provide for bicycle and pedestrian facilities.

In response to a question, Mr. Pittenger advised that the draft RTP was presented at this meeting pursuant to the federally-required thirty-day comment period. A revised draft RTP, including revisions as needed, will be presented to the CAMPO on Thursday, May 31st. Once the CAMPO approves the draft RTP and it is finalized, it will be immediately hand delivered to the Nevada Department of Transportation and the Federal Highway Administration. The RTP must be accepted by the federal government no later than June 30th or the City will lose the ability to amend the plan. In response to a question, Mr. Krahn requested the commission to take action, as a whole, to provide suggested revisions. Mr. Moellendorf noted there had been quite a few commissioner comments, but not many suggested revisions. He recommended including in the motion any suggested revisions about which the commission feels strongly. He referred to the May 1st e-mail submitted by Sue Newberry, and anticipates that Mr. Pittenger will be “deluged” with comments and input over the next thirty days. He advised that not all the comments and suggested revisions will be included in the draft plan. Mr. Pittenger will evaluate the comments and suggested revisions and provide a recommendation to the CAMPO. Mr. Moellendorf reiterated the suggestion to include suggested revisions in the commission’s motion.

In response to a question, Mr. Pittenger advised that once the RTP is adopted by the CAMPO, it could be amended later in the year. He further advised that, beginning July 1st, the “entire regional transportation plan ... will be updated.” In response to a comment, he advised that, with regard to enhancement funds, the City will need to determine “what it is they want to apply for.”

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Commissioner Livermore provided an overview of the discussion and the suggestion to provide for a multi-modal crossing at Old Clear Creek Road. Mr. Pittenger expressed the opinion this would be a “perfectly valid project,” and suggested that the commission forward such a recommendation to the Regional Transportation Commission. Mr. Krahn provided an overview of the “other maps” pertinent to this agenda item. Chairperson Curtis entertained a motion. **Commissioner Livermore moved to recommend to the Carson Area Metropolitan Planning Organization approval of the bicycle and pedestrian element amendment to the Carson Area Regional Transportation Plan, and to include in the plan a multi-purpose, significant element at the Clear Creek Road and South Carson Street intersection. Commissioner Wontorski seconded the motion. Motion carried 9-0.** Chairperson Curtis thanked Mr. Pittenger and Mr. Krahn for their presentation.

6. COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

(8:10:14) - Commissioner Keeton requested staff to consider requesting the Board of Supervisors to change the resolution which caps increases to fees and charges. Mr. Moellendorf advised that Mr. Benton has been working to consolidate all the resolutions pertaining to fees and charges. Chairperson Curtis reviewed FYI items included in the agenda materials.

7. FUTURE AGENDA ITEMS (8:11:41) - None.

8. ACTION ON ADJOURNMENT (8:11:45) - Commissioner McKenna moved to adjourn the meeting at 8:11 p.m. Vice Chairperson Felesina seconded the motion. Motion carried 9-0.

The Minutes of the May 1, 2007 Carson City Parks and Recreation Commission meeting are so approved this 19th day of June, 2007.

DONNA J. CURTIS, Chair