

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

MEETING DATE: February 3, 2015

AGENDA ITEM NUMBER: 3B

APPLICANT: Roger Moellendorf, Parks and Recreation Director
Vern L. Krahn, Senior Park Planner

REQUEST: **For Possible Action:** To approve and recommend that City staff submit a Parks and Recreation Commission report on their year-long review of the Parks and Recreation Master Plan to the Planning Commission and the Board of Supervisors.

GENERAL DISCUSSION:

On March 4, 2014 the Parks and Recreation Commission began an extensive review of the Parks and Recreation Master Plan adopted by the Board of Supervisors on April 6, 2006. This chapter by chapter review provided the public and the Commission with the opportunity to decide if the Master Plan was still a viable and relevant planning document. The Master Plan review continued throughout the year at seven Commission meetings averaging approximately an hour each meeting for this agenda item. The Commission completed its final chapter(s) review of the Master Plan on November 5, 2014.

At the September, 2014 Parks and Recreation Commission meeting staff presented the idea of developing a report for the Commission's with key findings on issues and/or topics identified during the year-long review of the Master Plan (Meeting Video Time (Point of Reference) – 3:23/3:44:20). This approach would replace the Commission's original intentions of making recommendations to the Board of Supervisors to change the Parks and Recreation Master Plan. Parks and Recreation Department staff confirmed this new direction with the Commission at their November 5, 2014 meeting (Meeting Video Time (Point of Reference) – 1:36/2:05:12).

As a result, staff has returned to the Commission with a DRAFT Parks and Recreation Master Plan report for the Commission to review (Exhibit A). If the Commission approves this report, the report will be forwarded to the Planning Commission and Board of Supervisors for their information and review. Staff reserves the right for format and editorial changes to the report.

RECOMMENDED ACTION: I move to approve and recommend that City staff submit a Parks and Recreation Commission report on their year-long review of the Parks and Recreation Master Plan to the Planning Commission and the Board of Supervisors.

ALTERNATE ACTION: I move to identify the addition of issues and/or topics in the Parks and Recreation Master Plan Report that were missed and request staff to return at the next meeting with another DRAFT summary report for the Commission to review.

- 1) _____
- 2) _____
- 3) _____

Exhibit A

Parks and Recreation Commission's Report
to the
Planning Commission and Board of Supervisors
on the
Parks and Recreation Master Plan

----- DRAFT -----

DRAFT

February 3, 2015

On March 4, 2014 the Parks and Recreation Commission began an extensive review of the Parks and Recreation Master Plan adopted by the Board of Supervisors on April 6, 2006. This chapter by chapter review provided the public and the Commission with the opportunity to decide if the Master Plan was still a viable and relevant planning document. The plan review was done throughout the year at seven Commission meetings averaging approximately an hour for each chapter. The Commission completed its final review of the last two chapters in the Master Plan on November 5, 2014.

The Commission wanted to share with both the Planning Commission and Board of Supervisors some “highlights” from all eight chapters in the Master Plan. These “highlights” will address why the Parks and Recreation Master Plan is still a viable and relevant planning document and will note a number issues of concerns related to any future update of the plan.

Chapter 1: Forward

- A) Even with the addition of several new parks and the expansion of the City’s trail system, there is still much that needs to be done. There are shortages of some recreation facilities to meet the needs of the City’s current population, some areas of the City have more recreation resources than others, and additional facilities and programs will be needed in the future.
- B) **Chapter Review Recommendation:** The Parks and Recreation Commission recommends in a future Parks and Recreation Master Plan that reviewing the plan every year (as noted in the Master Plan under “Policies” on page 1-5) is not realistic but to study the “feasibility of reviewing the Master Plan every five years” instead.

Chapter 2: Executive Summary

- A) The key concepts within the Parks and Recreation Master Plan are still viable and relevant to guide City staff, the Planning Commission and Board of Supervisors. These concepts are as follows:
 - a. Population Growth and the Need for Parks and Recreation
 - b. Neighborhoods and Recreation Equity
 - c. Emphasis on Natural Parks
 - d. Comprehensive Recreation Centers to Meet a Variety of Indoor Recreation Needs
 - e. The Economic Potential of Recreation
 - i. Sports Tournaments
 - ii. Unique Amenities Encourage Tourism
 - iii. A Quality Park System Attracts Business and Employees
 - f. Consistent Cost Recapture
 - g. Additional Funding in Needed for New Parks and Recreation Facilities
 - h. Maintaining and Expanding Recreation Partnership
 - i. Innovation in Recreation Programs to Meet Changing Needs
- B) **Chapter Review Recommendation:** The Parks and Recreation Commission had no changes or amendments to recommend in Chapter 2.

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Chapter 3: The Public Input Process

- A) The Parks and Recreation Master Plan were prepared in concert with the City’s overall Comprehensive Master Plan.
- B) Significant effort was made to provide a variety of opportunities for community input, including a statistically valid public opinion survey.

- C) Parks and Recreation Department conducts follow up surveys every 3 to 5 years to track trends and attitudes.
- D) Indoor recreation needs assessment survey conducted 2010 / Community outreach – variety of venues – 783 participants. Survey results consistent with the Master Plan’s statistically valid public opinion survey – indoor recreation facilities were given the lowest “satisfaction” ranking. 57% stated they were unsatisfied with the “Availability of Indoor Recreation Opportunities.”
- E) **Chapter Review Recommendation:** The Parks and Recreation Commission recommends in a future Parks and Recreation Master Plan “To conduct follow up public opinion surveys when a review of the master plan is approved by the Board of Supervisors.”

Chapter 4: Trends

- A) Due to the Great Recession, Demographic Trends remained static. Carson City’s population in 2004 was 55,625 and in 2012 the City’s population was 55,441.
- B) Key concern’s related to facility expansion and recreation programming with Carson City’s population segment (35-64) has been slowly growing older and the City’s Hispanic population has been growing rapidly from 14% in 2000 to 21.3% in 2010.
- C) Affirmed the fundamental “Community Build Out” assumptions in the Master Plan are still relevant for planning the City’s facilities, parks, trails, and recreation programming.
- D) **Chapter Review Recommendation:** The Parks and Recreation Commission had no changes or amendments to recommend in Chapter 4.

Chapter 5: Recreation Programs

- A) The Great Recession had a negative impact on the department’s recreation budget with the elimination of programs, and staff reductions. However, in light of staffing reductions and budget reductions, the Recreation Division still maintained a number of existing offerings and had a variety of program innovation.
- B) The City saw a sharing of City sports tourism efforts with the Carson City Visitors Bureau.
- C) When the Parks and Recreation Master Plan was developed in 2005 and approved by the Board of Supervisors in April, 2006 the youth and sports program in the Recreation Division were looking at expanding and providing many recreational program opportunities for the residents in Carson City.
- D) When the Great Recession hit the Recreation Division experienced significant staffing and budget reductions in the City’s 2007/08 fiscal year and then took another hit in 2009/10 fiscal year, including significant division reorganization. As a result of these staffing and budget cuts, the City’s Recreation Division went from 3 (2006 – Full Time) youth program staff to 1 ½ (2014 – Full Time) staff. The same is true for the sports program staff. The sports program staff went from 2 (2006 – Full Time) staff to 1 ½ (2014 – Full Time) staff. With these staffing reductions and a corresponding budget loss the Recreation Division has been able to provide only essential sport league and youth programs. All other amenity services were dropped and have not been re-established at this time. The biggest impact/reduction in the Recreation Division was in the administrative support staff services which was reduced by 2 ½ Full Time employees. The loss of this administrative staff not only impacted the youth and sports programs but had a significant impact to both pool and theater operations. ***Unfortunately, all these staffing reductions within the Recreation Division have never been replaced.***

- E) **Chapter Review Recommendation:** The Parks and Recreation Commission recommends in a future Master Plan that there will a table identifying existing recreation programming opportunities to provide a “snapshot in time” to compare the program changes over time and replace the word scholarship with “financial aid” to clarify the City has the ability to assist families with off-setting recreation program fees.

Chapter 6: Facilities

- A) When the Parks and Recreation Master Plan was developed in 2005 and approved by the Board of Supervisors in April, 2006 the plan was anticipating significant growth within the community and the need to provide additional park facilities to accommodate that growth in population.
- B) When the Great Recession hit the Parks Division had significant staffing and budget reductions for the City’s 2007/08 fiscal year. As a result of these staffing and budget cuts, the city’s Parks Division lost 3 full time and 13 seasonal workers. With these staffing reductions and a corresponding budget loss, the Parks Division has had to reduce its level of service throughout the city’s park system. ***Unfortunately, all these staffing reductions within the Parks Division have never been replaced by the Board of Supervisors over the past eight fiscal years.***
- C) Since the beginning of the Great Recession the Parks and Recreation Department has acquired two new neighborhood parks (Ronald D. Wilson Memorial Park and John Mankins Park) and all the landscaped traffic islands and right of way areas on Carson Street north of Fairview Drive without any increase to our department’s manpower and operational budget for materials.
- D) The Great Recession had tremendous impact on the Recreation Division’s aquatic facility and theater with the elimination of services/programs, and staff reductions. . However, in light of staffing reductions and budget reductions, the aquatic facility and theater still maintained a number of existing offerings and had a variety of program innovations.
- E) When the Parks and Recreation Master Plan was developed in 2005 and approved by the Board of Supervisors in April, 2006 there was discussion in the plan about developing a “leisure pool” component to the aquatic facility, and opportunities for improvements to the theater.
- F) As mentioned previously, when the Great Recession hit the Recreation Division suffered significant staffing and budget reductions in the City’s 2007/08 fiscal year and then took another hit in 2009/10 fiscal year, including significant division reorganization. With these staffing reductions and corresponding budget reductions, the Recreation Division has been able to provide only essential services and maintenance. Other amenities, services, maintenance, and improvement plans were put on hold or dropped, and have not been re-established at this time.
- G) One of the biggest impact/reductions in the Recreation Division associated with the aquatic facility and theater was in the administrative support staff services which was reduced by 2 ½ full-time employees. The loss of this administrative staff not only impacted the youth and sports programs but had a significant impact to both pool and theater operations. ***Unfortunately, the administrative staffing reductions within the Recreation Division have never been replaced.***
- H) The Community/Center hourly staffing level was severely cut by several thousand personnel hours, and to date well less than one half of the cuts have been restored. The remaining staff has performed admirably by continuing to provide a high level of service to the

community despite the cuts; however, the Community Center/Theater facility is no longer polished in appearance and the existing equipment is increasingly showing its age.

Unfortunately, this lower service level related to building maintenance and the aging equipment is due to the cuts in hourly staffing and the lack of funding for equipment replacement.

- l) **Chapter Review Recommendation:** The Parks and Recreation Commission had no changes or amendments to recommend in Chapter 6.

Chapter 7: Funding and Priorities

- A) The Parks and Recreation Department receives the majority of its funding for capital improvement projects from either the Quality of Life Initiative (Question 18) or Residential Construction Tax. Just recently the Board of Supervisors voted in a 1/8 Cent Sales Tax to help supplement the Multi-purpose Athletic Center Project budget and provide \$500,000 for Community Center improvements.
- B) The Commission takes no exception to the Tier 1 and Tier 2 General Priorities identified in this Chapter.
- C) The Commission wants to explore in a future Master Plan reinvestment of sport tourism/economic development dollars into the sport complexes that generate these dollars.
- D) A high priority for the Commission is to provide restrooms (porta-potties) to park and trailhead facilities that currently don't have these structures in place.
- E) **Chapter Review Recommendation:** The Parks and Recreation Commission had no changes or amendments to recommend in Chapter 7.

Chapter 8: Policies

- A) The Commission takes no exception to the policies identified in this Chapter.
- B) **Chapter Review Recommendation:** The Parks and Recreation Commission had no changes to recommend in Chapter 8.

After this year-long review of the Master Plan, the Commission determined the policies and tenants of the Master Plan are still viable and relevant to guide to City staff, the Planning Commission, and Board of Supervisors in planning matters related to parks and recreation over the next few years. So, there is no pressing need to amend the Parks and Recreation Master Plan at this time. However, the Commission has identified the above comments to share with the Planning Commission and Board of Supervisors. It is anticipated that when the City moves forward in the future with a collective update to the City's Comprehensive Master Plan, the Parks and Recreation Master Plan, and the Unified Pathways Master Plan these above comments will be addressed in this planning effort.

Also, the Commission feels the trigger point for a future Parks and Recreation Master Plan update will be 3 to 5 years after the completion of the Multi-purpose Athletic Center. The reason for this position is that the 2006 Master Plan identified 57% of the public as "Not at all satisfied" with the "Availability of Indoor Recreation Opportunities." It is anticipated that with the construction of the Multi-purpose Athletic Center and the new recreation programming that will occur in this facility after its opening it will begin to change this perception as the public starts to use the center. At that time it would then be appropriate to move forward with a Parks and Recreation Master Plan update to assess the public's new perception of "Availability of Indoor Recreation Opportunities."

Appendix

Parks and Recreation Commission's meeting minutes associated with the review of the Parks and Recreation Master Plan (Refer to attached documents).

- 1) March 4, 2014
- 2) April 1, 2014
- 3) May 6, 2014
- 4) June 3, 2014
- 5) August 5, 2014
- 6) September 2, 2014
- 7) November 5, 2014

DRAFT

2. **MODIFICATIONS TO THE AGENDA.** (5:34:50) – Mr. Moellendorf noted that an email had been sent to the Commissioners stating that agenda item 3C would be postponed because the environmental assessment had not yet been completed. However, he suggested keeping the agenda item to discuss some key dates pertaining to the project.

3. **MEETING ITEMS**

A. **INTRODUCTION OF RECENTLY APPOINTED COMMISSIONER ROBERT GLENN, AND ACKNOWLEDGEMENT OF THE RE-APPOINTMENT OF SEAN LEHMANN AND DONNA CURTIS TO THE PARKS AND RECREATION COMMISSION.** (5:36:04) – Mr. Moellendorf congratulated all three appointees to the Commission and welcomed Commissioner Glenn, who was asked to introduce himself.

PUBLIC COMMENTS: - None.

* B. **PRESENTATION AND DISCUSSION ONLY ON REVIEW OF THE ADOPTED CARSON CITY PARKS AND RECREATION MASTER PLAN.** (5:37:38) – Mr. Krahn gave background on the creation of the Master Plan. Commissioner Curtis suggested agendizing this as an action item instead of discussion only. Mr. Moellendorf agreed; however, he cautioned against major changes because the Master Plan was the outcome of a public process.

(5:47:57) – Commissioner Curtis was informed that the Master Plan was posted on the City's website, and Mr. Moellendorf offered his department's assistance to those who wished to access it.

(5:49:20) – Mr. Krahn presented the overview and the Executive Summary chapters of the Master plan.

(6:07:48) – Commissioner Curtis suggested understanding some of the unexpected responses such as the need for additional parks in neighborhoods with existing parks.

(6:27:15) – In response to a question, Mr. Krahn gave examples of how certain groups had raised funds to have parks such as the dog park at Fuji Park and the proposed disc golf course.

(6:30:28) – Commissioner Colburn was informed that the Master Plan had not been amended since 2006.

(6:38:54) – Commissioner Curtis suggested receiving an update from Lee Plemel, Business Development Director, on how Carson City's demographics have changed.

(6:41:20) – Mr. Krahn described the process of going through the Planning Commission for the acceptance of this Commission's recommendations, regarding changes to the Master Plan.

(6:45:04) – Chairperson Lehmann was informed that the proposed changes could be combined and sent to the Board of Supervisors all at once. Commissioner Colburn suggested finding a better way to reduce the time spent on the Master Plan during Commission meetings.

(6:48:45) – Commissioner McKenna suggested working with concepts, then applying rules to the concepts. Commissioner Adams suggested looking at the intent of the Master Plan.

(6:53:15) – Commissioner Curtis read from the Master Plan that stated it must be reviewed annually, and Mr. Moellendorf agreed that it was time to review the document; however, not as frequently.

(6:56:39) – Commissioner McKenna clarified that the Commission should consider revisions to the Master Plan and make a decision on whether to revise it or not. Commissioner Long believed that it was the Commission's job to review the Master Plan.

PUBLIC COMMENTS: - None.

C. PRESENTATION AND DISCUSSION ONLY REGARDING THE ENVIRONMENTAL ASSESSMENT FOR THE NEVADA STATELINE TO STATELINE SHARED-USE PATH, NORTH DEMONSTRATION PROJECT, INCLINE VILLAGE TO SAND HARBOR. COMMENTS WILL BE SUBMITTED TO THE TAHOE TRANSPORTATION DISTRICT. (6:57:15) – Mr. Moellendorf gave a brief overview of the agenda item and noted that the public comment period for the North Demonstration Project, from Incline Village to Sand Harbor, Environmental Assessment will begin on March 5, 2014 and will conclude on April 11, 2014. He also suggested visiting www.tahoetransportation.org for additional information.

(7:00:20) – Commissioner Colburn was informed that this was a sister project to the “Spooner-to-Incline project”.

PUBLIC COMMENTS: - None.

4. STAFF UPDATES

A. UPDATE ON THE CARSON CITY FAIRGROUNDS/FUJI PARK COMPLEX MAINTENANCE BUILDING AND PICNIC SHELTER PROJECTS. (7:01:33) – Mr. Krahn noted that Coons Construction had been awarded the maintenance building project and presented the construction plans, incorporated into the record, to the Commission. He also noted that the bids had been opened for the picnic shelter project and were awaiting Board of Supervisors approval.

(7:05:08) – Commissioner Curtis was informed that the reason for the dog park closure was a drainage issue, and would be reopened within several days.

(7:07:59) – Commissioner Keever was informed that the picnic shelter plastic panels would not be donated due to their high cost. Mr. Krahn also noted that the infrastructure project would be completed, as they were critical to the fair.

PUBLIC COMMENTS: - None.

B. UPDATE REGARDING THE APPROVAL PROCESS FOR THE 1/8TH OF ONE PERCENT SALES TAX FOR PUBLIC INFRASTRUCTURE PROJECTS INCLUDING THE MULTI-PURPOSE ATHLETIC CENTER, THE PROPOSED ANIMAL SHELTER, STREET AND PEDESTRIAN IMPROVEMENTS IN THE DOWNTOWN AREA, AND THE CARSON STREET, WILLIAM STREET, AND HIGHWAY 50 EAST COMMERCIAL CORRIDORS AND IMPROVEMENTS TO THE COMMUNITY CENTER. (7:10:30) – Mr. Moellendorf reviewed the articles incorporated into the Commissioners' packets and updated them on the Board of Supervisors (BOS) 4-1-0 vote regarding the first reading of an ordinance regarding the one-eighth cent infrastructure sales tax implementation. He also noted that the second reading of the ordinance would take place at the next BOS meeting and would require a super majority to pass.

(6:30:08) – Mr. Bugli clarified for Vice Chairperson Long that the Foundation currently shared the Historical Society’s website.

PUBLIC COMMENTS: - None.

C. FOR DISCUSSION ONLY REGARDING THE SUMMARY AND REVIEW OF THE 2013/14 ARLINGTON SQUARE ICE RINK OPERATIONS. (6:35:36) – Ms. Sorocco presented the 2013/2014 Arlington Square Ice Rink final revenue report, which is incorporated into the record. She also thanked all the donors and supporters of the rink, adding that since the generation of the report a utility bill for slightly over \$1,700 was also received from NV Energy.

(6:39:43) – Chairperson Lehmann was informed that the revenue from adult admissions was much higher because of a computer glitch during the first two weeks of operation.

(6:41:02) – Commissioner Curtis noted the 120 percent revenue and Ms. Sorocco attributed it to the purchased versus leased equipment, adding that now they would require maintenance.

(6:42:57) – Commissioner Cacioppo inquired about marketing activities with the schools. He also noted that some attendees had complained of dull skates. Ms. Sorocco explained that the City has purchased its own skate sharpener. Discussion ensued regarding the extension of the rink timeline and the impact made by weather.

PUBLIC COMMENTS: - None.

✓ ~~D.~~ **FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTERS 1, 2, AND 3 OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION OF FUTURE AMENDMENTS TO THE MASTER PLAN.** (6:48:13) – Mr. Krahn presented the agenda materials, which are incorporated into the record.

(6:51:44) – Commissioner Curtis suggested Commissioners receive and review the entire Master Plan, and noted that an annual review might not be practical.

(6:52:35) – **MOTION: To review the Master Plan every five years.**

RESULT:	Withdrawn by Commissioner McKenna
MOVER:	Curtis
SECONDER:	McKenna
AYES:	None
NAYES:	None
ABSTENTIONS	None
ABSENT:	Adams, Colburn

(6:53:10) – Discussion ensued regarding the frequency of the Master Plan review.

(7: 03:14) – **MOTION: I move to identify no issues and/or topics in Chapters One, Two and Three of the Parks and Recreation Master Plan for consideration of future amendments to the Master Plan.**

RESULT:	Died for lack of a second
MOVER:	Cacioppo
SECONDER:	None
AYES:	None
NAYES:	None
ABSTENTIONS	None
ABSENT:	Adams, Colburn

(7:04:12) – **MOTION: Staff to direct the Commission to review the feasibility of reviewing the Master Plan every five years.**

RESULT:	APPROVED (8-0-0)
MOVER:	Lehmann
SECONDER:	Long
AYES:	Lehmann, Long, Cacioppo, Curtis, Glenn, Keever, McKenna
NAYES:	None
ABSTENTIONS	None
ABSENT:	Adams, Colburn

(7:05:58) – Discussion continued regarding Chapter three of the Parks and Recreation Master Plan and Mr. Krahn gave background on the foundation of the Master Plan and presented the agenda materials.

(7:30:00) – Chairperson Lehmann noted that the survey was approximately nine years old and inquired about its relevance. Mr. Krahn noted that the demographics information would be discussed during the review of Chapter Four.

(7:31:31) – Vice Chairperson Long was informed that the past survey was done through the City’s Information Technology Department had done the original survey nine years ago.

(7:43:33) – Commissioner Glenn received confirmation that the first survey had been mailed to registered voters because it assured accuracy of names and addresses. However, the second online survey had been available to everyone; therefore, 20 percent of the respondents had been non-Carson City residents. Commissioner McKenna cautioned that an upcoming survey should be followed up by meeting the audience needs within a reasonable period of time.

PUBLIC COMMENTS: - None.

(7:49:15) – **MOTION: To conduct follow up public opinion surveys when a review of the master plan is approved by the Board of Supervisors.**

(7:49:55) – The type of surveys were discussed and it was agreed to keep it general because of future technological changes and availabilities.

RESULT:	APPROVED (8-0-0)
MOVER:	Curtis
SECONDER:	Keever
AYES:	Lehmann, Long, Cacioppo, Curtis, Glenn, Keever, McKenna
NAYES:	None
ABSTENTIONS	None
ABSENT:	Adams, Colburn

4. STAFF UPDATES

A. UPDATE ON THE STATUS OF THE 1/8TH OF ONE PERCENT SALES TAX FOR PUBLIC INFRASTRUCTURE PROJECTS INCLUDING THE MULTI-PURPOSE ATHLETIC CENTER, THE PROPOSED ANIMAL SHELTER, STREET AND PEDESTRIAN IMPROVEMENTS IN THE DOWNTOWN AREA, AND THE CARSON STREET, WILLIAM STREET, AND HIGHWAY 50 EAST COMMERCIAL CORRIDORS AND IMPROVEMENTS TO THE COMMUNITY CENTER.

(7:51:22) – Mr. Krahn noted that due to an irregularity in the posting of the public hearings regarding the one-eighth percent sales tax, the reading of the ordinance, notification, and the presentation of the funding plan would be repeated. He added that a new public hearing will take place on May 1, 2014 and the collection of the taxes would not be expected until October 1, 2014. Discussion ensued regarding the tax impact on the Multipurpose Athletic Complex (MAC). Commissioner McKenna noted that a new location of the MAC may be discussed at the Board of Supervisors meeting upon the request of Supervisor Jim Shirk.

PUBLIC COMMENTS: - None.

B. UPDATE ON THE ORMSBY SPORTSMEN’S ASSOCIATION WORK DAY AT THE FAIRGROUNDS/FUJI PARK COMPLEX. (7:55:45) – Mr. Krahn gave an update on the volunteer projects by community groups such as the Ormsby Sportsmen’s Association’s placement of interpretive signs at Fuji Park.

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION. (8:00:20) – Chairperson Lehmann conveyed the importance of appointing a liaison to the Foundation for the Betterment of Parks and Recreation. Commissioner Keever encouraged everyone to fill out a contest form to win a 4th of July celebration for Carson City, sponsored by DestinationAmerica.com. Commissioner Curtis inquired about an upcoming subdivision and was informed that the Commission would have an opportunity to review the plans relating to parks.

A. REPORT FROM SCHOOL BOARD LIAISON. (8:04:02) – Commissioner Cacioppo indicated that a new scoreboard had been acquired by the school district and would require \$150,000 for installation. He added that several sponsors had committed to funding the project in hopes of having it ready for the State track meet.

6. FUTURE AGENDA ITEMS. (8:05:51) – Incorporated in the agenda materials and into the record.

7. PUBLIC COMMENTS (8:05:59) – None.

(7:07:20) – MOTION: I move to recommend to the Board of Supervisors approval of \$30,000 from the Quality of Life (Question 18) parks capital, undesignated projects to partner with the Redevelopment Authority Citizens’ Committee and the Nevada Commission on Tourism to fund Phase 1 of the Carson City Fairgrounds at Fuji Park Directional and Even Banner Sign Project.

(7:08:30) – Commissioner Adams suggested tabling this agenda item.

RESULT:	Withdrawn
MOVER:	Glenn
SECONDER:	McKenna
AYES:	None
NAYS:	None
ABSTENTIONS	None
ABSENT:	Lehmann, Long, Cacioppo,

(7:09:16) – I recommend tabling this motion until the next Parks and Recreation Commission meeting.

(7:10:40) – Chairperson Pro Tempore Curtis received confirmation that the postponement of the vote would not impact the receipt of the grant.

(7:12:10) – Mr. Grundy clarified that the sign would be completed three to four months after the project approval.

(7:12:50) – Commissioner Glenn inquired about the BOS vote without the Commission’s recommendation, and Mr. Moellendorf stated that a recommendation from the Commission was preferable.

(7:15:01) – Commissioner Adams wished to take the time and see the location of the sign.

(7:16:15) – Commissioner Colburn wished to have a tangible return on investment (ROI) conversation in the next meeting.

PUBLIC COMMENTS: - None.

RESULT:	APPROVED (5-1-0)
MOVER:	Adams
SECONDER:	Keever
AYES:	Adams, Colburn, Curtis, Keever, McKenna
NAYS:	Glenn
ABSTENTIONS	None
ABSENT:	Lehmann, Long, Cacioppo

(7:18:46) – Chairperson Pro Tempore Curtis announced a five-minute recess.

(7:28:41) – Chairperson Pro Tempore Curtis reconvened the meeting. A quorum was still present.

✗ C. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 4 OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN. ✓

(7:29:26) – Mr. Krahn reviewed the agenda materials incorporated into the record.

(7:37:03) – Commissioner McKenna inquired about the demographics and whether changes in demographics require different park needs. Mr. Moellendorf explained the changes in park usage based on current demographics. Discussion ensued regarding the decline of youth participation in sports.

(8:00:00) – Commissioner McKenna noted the incorporation of bilingual aspects into programming and Chairperson Pro Tempore Curtis inquired about mixed-ethnicity activities. Mr. Moellendorf noted that the integration had not been as successful, especially in adult soccer.

(8:08:52) – Commissioner Adams suggested having youth programs based on age groups. Discussion ensued regarding adult involvement and control of youth sports, in addition to focusing on traveling teams.

(8:19:38) – Chairperson Pro Tempore Curtis suggested finding out what interests will replace the activities that are declining.

(8:34:15) – Discussion ensued regarding data relevance in the future and updating the document based on trends and changes. Commissioner McKenna suggested collecting and utilizing “demand-type indicators”. Commissioner Colburn suggested knowing the upcoming trends and not the raw data in five years when it is time to update the Master Plan.

(8:45:01) – Chairperson Lehmann suggested utilizing national recreation survey data.

PUBLIC COMMENTS: - None.

(8:49:07) – **MOTION: I move to identify no issue and/or topic in Chapter 4 of the Parks and Recreation Master Plan for consideration in future amendments to the plan.**

RESULT:	APPROVED (7-0-0)
MOVER:	Colburn
SECONDER:	Glenn
AYES:	Lehmann, Adams, Colburn, Curtis, Glenn, Keever, McKenna
NAYS:	None
ABSTENTIONS	None
ABSENT:	Long, Cacioppo

(8:49:50) – Chairperson Pro Tempore Curtis surrendered the gavel to Chairperson Lehmann.

D. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE PARKS AND RECREATION DEPARTMENT’S TENTATIVE FISCAL YEAR 2014/2015 ANNUAL BUDGET.

(8:50:12) – Mr. Moellendorf presented the Parks and Recreation Department budget in the form of a Staff Report, incorporated into the record.

(9:07:02) – Commissioner Curtis received confirmation that tennis courts were built utilizing Question 18 funds.

(7:12:31) – Mr. Moellendorf first gave background information and presented the Staff Report, which is incorporated into the record.

(7:16:16) – Ryan Russell, representing the Boys and Girls Club (BGC), clarified the lack of exclusivity in the usage of the MAC, adding that they would work with the City to book as appropriate, to plan events, and staff the gyms. He hoped that a joint-use agreement could be executed to move things forward.

(7:20:50) – Chairperson Lehmann received clarification that funds for first right of refusal had already been paid to the BGC. Discussion ensued regarding a rental versus joint-use agreement.

(7:37:20) – Mr. Moellendorf requested a recommendation from the Commission to look into a joint-use agreement with BGC.

(7:38:19) – MOTION: I Move to recommend that Carson City work with the Boys and Girls Club of Western Nevada to mutually agree on a program to maximize the MAC usage for the benefit of the residents of Carson City; and once complete, to bring the solution back to the Parks and Recreation Commission for review.

RESULT:	APPROVED (7-0-0)
MOVER:	Long
SECONDER:	Colburn
AYES:	Lehmann, Long, Adams, Colburn, Glenn, Kever, McKenna
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Curtis

X D. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 5 OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN.

(7:39:35) – Mr. Krahn introduced Megan Sorocco, Recreation Program Manager, and Scott Chapman, responsible for the sports programs. Mr. Krahn, Ms. Sorocco, and Mr. Chapman delivered a presentation, incorporated into the record, about the recreation programs.

(8:12:55) – Chairperson Lehmann received clarification that the term scholarship was used synonymously with the term financial aid, based on gross family income, and he requested that it be changed, as scholarships were usually defined as merit-based assistance.

(8:28:06) – Discussion ensued regarding the reduction in programs which was attributed to the decrease in the City’s population, income, and enrollment in the schools.

PUBLIC COMMENTS – None

(8:32:29) – MOTION: I move to identify the following issues and/or topics in Chapter 5 of the Parks and Recreation Master Plan for consideration in future amendments to the plan. They are as follows:

- 1. Inclusion of the current “snapshot in time”.**

2. The replacement of the word scholarship with “financial aid”.

RESULT:	APPROVED (7-0-0)
MOVER:	Lehmann
SECONDER:	Keever
AYES:	Lehmann, Long, Adams, Colburn, Glenn, Keever, McKenna
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Curtis

E. FOR POSSIBLE ACTION: TO DETERMINE WHETHER THE PARKS AND RECREATION COMMISSION IS GOING TO HOLD THEIR REGULARLY SCHEDULED MEETINGS ON JULY 1, 2014 AND AUGUST 5, 2014.

(8:33:30) – Mr. Moellendorf reminded that in past years, the Commission had chosen not to have a meeting in July due to the Independence Day holiday. However, due to the significant amount of agenda items to be discussed, Mr. Moellendorf suggested having meetings in July and in August, even though the latter would coincide with the Sheriff’s Night Out.

(8:36:28) – **MOTION: I Move to have a Parks and Recreation Commission meeting on July 1 and August 5, 2013.**

RESULT:	APPROVED (7-0-0)
MOVER:	Lehmann
SECONDER:	Long
AYES:	Lehmann, Long, Adams, Colburn, Glenn, Keever, McKenna
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Curtis

PUBLIC COMMENTS – None

4. STAFF UPDATES

A. UPDATE REGARDING THE DEMOLITION OF THREE HOUSES AT IMUS PARK.

(8:37:07) – Mr. Moellendorf updated the Commission on the three homes on the 11-acre property acquired from NDOT along Imus Drive. He added that the removal of the houses was part of the agreement and noted that the neighborhood had been improved.

PUBLIC COMMENTS - None

B. UPDATE ON THE AMERICAN BUILDINGS’ PAINTING DAY AT THE FAIRGROUNDS/FUJI PARK COMPLEX.

(5:56:04) – Commissioner Glenn received confirmation that the 90 percent design meeting would take place in September. Discussion ensued regarding the CMAR process and Mr. Rotter noted that it would greatly reduce cost overruns and change orders. Commissioner McKenna suggested looking into the way the school district has managed its construction effectively. Commissioner Keever received confirmation that expenses above the approved CMAR would be absorbed by that firm. Mr. Moellendorf believed it was not yet time to pre-purchase and store materials. Discussion also ensued regarding the contract details. Vice Chairperson Long requested a copy of the contract and he was informed it would be a public document but not by the September 2, 2014 meeting.

PUBLIC COMMENTS – None

***C. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 6 – PARKS FACILITIES OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN.**

(6:21:28) – Mr. Krahn presented the agenda materials, incorporated into the record, noting that tonight’s meeting would address the outdoor portions of Chapter Six, and in September, the Committee would address the indoor sections.

(6:33:08) – Commissioner Curtis commented on the latest City acquisitions. She also referred to a survey stating many residents wished to have parks in their neighborhoods but could not because of many reasons such as lack of land or funds. She encouraged the City to ask new developers for such amenities when building their developments.

(7:02:28) – Vice Chairperson Long inquired about the status of Empire Ranch and he was informed that it was still unknown at this point. Commissioner McKenna gave historical information on the golf course and updated the Commission on its use of effluent water.

(6:48:01) – In response to a question by Commissioner Curtis, Mr. Fahrenbruch noted that in certain areas developments would fund some of the park enhancements or new additions. He also explained the time required to have a park ready when using natural grass versus artificial turf. Commissioner Adams inquired about the status of the disc golf course, suggesting that the Master Plan should also include additional inexpensive activities such as disc golf. Mr. Moellendorf gave an update on the BLM land transfers that would impact the disc golf course status.

(7:11:55) – Commissioner Curtis noted that she was absent during the Chapter Five implementation discussion of the Master Plan and inquired about the process to bring back her comments and questions to the Commission. Mr. Moellendorf suggested discussing the overall implementation strategies once the entire Plan is reviewed.

(7:19:35) – Vice Chairperson Long commented that it would be difficult to “recommend something other than prioritizing” because no budgets were available at this point. Discussion ensued regarding maintenance and maintenance funds.

PUBLIC COMMENTS (7:25:22) – None.

D. DISCUSSION ONLY REGARDING THE FEASIBILITY OF AN ORDINANCE THAT BANS SMOKING FROM ALL PARKS AND RECREATION FACILITIES.

(7:25:38) – Chairperson Lehmann gave background and cited several examples of cities banning smoking in parks. He called it a health issue and noted that many citizens who are sensitive to cigarette smoke were unable to attend the NV150 fair and the Independence Day fireworks.

(7:27:30) – Mr. Moellendorf addressed the enforcement issues associated with the ban and explained some of the measures, such as signs in playgrounds, were already in place for a voluntary ban. He also noted that a designated smoking area at the Fair had been helpful. Discussion ensued regarding enforcement and Commissioner Kever suggested contacting some of the cities that ban smoking to understand how they manage it.

(7:33:55) – Mr. Fahrenbruch noted that “smoking in designated areas only” signs deterred people from smoking and encouraged the use of the smoking area, which were “heavily used”. Mr. Moellendorf commented on how clean the park had looked during the Fair.

PUBLIC COMMENTS (7:39:50) – None.

4. STAFF UPDATES

A. UPDATE ON THE GRACE WORKS LINEAR PARK MULTI-USE PATH MAINTENANCE AND CLEAN-UP PROJECT.

(7:40:52) – Mr. Krahn announced that on June 7, 2014 several area churches had participated in two cleanup projects, adding that they were planning on returning next year as well.

PUBLIC COMMENTS – None

B. UPDATE ON THE BMX TRACK LIGHTING PROJECT’S CONSTRUCTION SCHEDULE.

(7:42:22) – Mr. Krahn explained that a pre-construction meeting was scheduled on August 6, 2014 with the Department of Public Works and the contractor. He also noted that the project completion date was October 17, 2014, and that it was still on budget.

PUBLIC COMMENTS – None.

C. UPDATE ON THE CARSON CITY FREEWAY MULTI-USE PATH PROJECT BETWEEN HIGHWAY 50 (EAST) AND 5TH STREET.

(7:44:01) – Mr. Krahn indicated that the project was “moving forward in multiple levels” and was funded by a Transportation Alternative Program (TAP) grant. He stated that Public Works was working with the Nevada Department of Transportation (NDOT) towards a Stewardship Agreement.

PUBLIC COMMENTS – None.

D. UPDATE ON THE MANAGEMENT PLAN FOR CARSON CITY OPEN SPACE AND PARKS IN THE CARSON RIVER AREA.

(7:34:28) – Mark Kimbrough noted that after 20 years “it all came together” and stressed the importance of a Management Plan and the protection of private property lands. He also praised Mr. Guzman’s efforts and the people-skills he brought to the position.

(7:38:25) – Commissioner Curtis encouraged the public to peruse the document and called it “a nice read”.

(7:40:50) – Commissioner McKenna was informed that the document in print form was costly; therefore it could be available to the public in CD or Flash drive format by contacting the Parks and Recreation department. Mr. Guzman noted that it was also available to be downloaded from the City’s website.

(7:42:44) – Vice Chairperson Long recessed the meeting.

(7:53:02) – Vice Chairperson Long called the meeting back to order. A quorum was still present.

*** D. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 6 (INDOOR FACILITIES) OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN.**

(7:53:78) – Mr. Krahn gave background and presented the Staff Report, which is incorporated into the record. He also noted that the discussion in this meeting will focus on the indoor facilities of the Parks and Recreation Master Plan.

(7:58:12) – Kurt Meyer, Recreation Program Manager, Carson Aquatic Facility, gave an update on many of the new programs at the Facility and noted the use of contractors as instructors. He explained that with the pool closures in Reno, its residents were using the Carson City swimming pool. Mr. Krahn added that with the growth of the programs, they may eventually reach a limit due to the size of the Facility and the available times. Mr. Meyer also noted the additional locker room and parking areas, and stated that a possible expansion would be possible if the tennis courts were moved.

(8:02:27) – Commissioner McKenna was informed that part of the Mills Park property was “encumbered by Land and Water Conservation Grant funds”. Discussion ensued regarding possible locations for a leisure pool. Mr. Meyer noted the maintenance needs for the current facilities such as a new roof and resurfacing the pool.

(8:09:05) – In response to a question by Commissioner Curtis, Mr. Moellendorf explained that 20 percent of Question 18 funds were set aside for the maintenance of parks and recreation facilities; however, with the recession, the tax revenue had decreased and many capital improvement projects had been placed on “the back burner”. He added that a future agenda item was planned to go through a prioritization process for capital improvement projects.

(8:17:25) – Mitch Ames, Recreation Program Manager, Community Center, gave an update on the Bob Boldrick Theatre calling it “a buried treasure in this area”. He also noted the need for many updates such as the need for a larger loading area, updated orchestra pit, and the lack of a sound wall to the gym. Mr. Ames cited several improvements that were recommended in the 2006 Master Plan such as a staging and scene shop and larger space for theatre event rooms.

(8:25:55) – Commissioner Curtis received confirmation that theatre improvements were included as part of the one-eighth cent tax increase. Mr. Moellendorf noted that \$500,000 would be allocated to Community Center improvements; however, he did not know the details as they would require going through the “public process”

next spring. Mr. Krahn reported that the public survey had also indicated the need for an amphitheater. Commissioner Curtis suggested including in the Master Plan that this Commission should work closely with the Cultural Commission for public art discussions. Mr. Moellendorf stressed the success of the joint use agreement with the Carson City School District and the charter schools, and the cost savings it has provided.

(8:46:41) – Commissioner Curtis suggested going to the improvements list and removing the redundancies. She also noted that some of the suggestions have already been implemented.

(8:47:26) – Commissioner Cacioppo stated that the theatre was a highly-used facility and that there were costs associated with that. He suggested allocating funds to the facility maintenance.

(8:48:35) – Vice Chairperson Long requested several wording changes to the programs in the document and suggested removing the already-completed items. Discussion ensued regarding the changed uses of the facility. Mr. Moellendorf suggested including the impact crated by the MAC on the Community Center.

There were no public comments.

(8:59:35) – MOTION: I move to identify no issues and/ or topics in Chapter 6 (Indoor Facilities) of the Parks and Recreation Master Plan for consideration in future amendments to the plan.

RESULT:	APPROVED (6-0-0)
MOVER:	Long
SECONDER:	Cacioppo
AYES:	Long, Adams, Cacioppo, Curtis, Keever, McKenna
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Lehmann, Colburn, Glenn

4. STAFF UPDATES

(9:02:29) – Mr. Ames wished to publicly thank Eric Klug and the entire Community Center Recreation Staff for their dedication in providing services to the community. Commissioner Cacioppo, Commissioner Adams, and Mr. Moellendorf extended their thanks as well to the Parks and Recreation Staff.

A. UPDATE ON JOHN D WINTERS CENTENNIAL PARK – UPPER SPORTS COMPLEX ADA IMPROVEMENTS PROJECT.

(9:04:59) – Mr. Krahn announced that the ADA improvements project design, funded by the Land and Water Conservation Grant and executed by the Public Works Department’s Engineering Staff, was complete and “we’re out to bid on it right now”. He added that the project would be awarded at the Board of Supervisors October 16, 2014 meeting with a possible construction start date of late October, 2014.

PUBLIC COMMENTS (9:07:50) – None

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

C. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 7 (FUNDING AND PRIORITIES) AND CHAPTER 8 (POLICIES) OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN.

(6:23:03) – Mr. Krahn gave background and reviewed the agenda materials which are incorporated into the record.

(6:31:35) – Commissioner Curtis reminded Staff to consider the request for restrooms by the Carson Rifle and Pistol Club; however, Mr. Moellendorf believed that it should be funded through the general fund and not from capital funds. Discussion ensued regarding the landscape maintenance funds, and the uses for the one-eighth cent tax as additions to the report being prepared for the Board of Supervisors.

PUBLIC COMMENTS

(6:47:39) – John Beer identified himself as a relatively new resident of the area and a member of the Carson Rifle and Pistol Club. He reiterated the need for restrooms at the shooting range. Mr. Beer also noted that many visitors from different communities visit the range for competitions; however, some, especially women, did not return because of the lack of restrooms. Mr. Fahrenbruch indicated that he had met with the Rifle and Pistol Club and was working with a liaison there. He also explained that he was in contact with the Nevada Department of Wildlife as well, regarding this item. Mr. Fahrenbruch also pointed out the security issues and the vandalism to portable facilities, adding that a permanent restroom was the solution. Mr. Beer offered to move the temporary restrooms every night to avoid vandalism. He also invited Mr. Fahrenbruch to a future club meeting.

(7:01:06) – Commissioner Colburn suggested considering the economic impact while allocating funding to capital projects. Vice Chairperson Long advised spending a small amount of maintenance funds for restrooms in several parks while Mr. Moellendorf reminded the Commission that some neighborhood residents are opposed to having them in their parks. Commissioner Curtis pointed out that Section 6.2.2 of the Master Plan requires “that they [restrooms] be there”.

(7:05:32) – MOTION: I move to identify no issues and/or topics in Chapter 7 (Funding and Priorities) and Chapter 8 (Policies) of the Parks and Recreation Master Plan for consideration in future amendments to the plan, and to incorporate this meeting’s discussion points.

RESULT:	APPROVED (8-0-0)
MOVER:	Long
SECONDER:	Keever
AYES:	Lehmann, Long, Adams, Colburn, Curtis, Keever
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Glenn, McKenna

4. STAFF UPDATES

A. UPDATE ON THE MULTI-PURPOSE ATHLETIC CENTER (MAC) PROJECT.