

CARSON CITY PARKS AND RECREATION COMMISSION

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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, March 16, 2004 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Tom Keeton
Vice Chairperson Donna DePauw
Donna Curtis
John Felesina
Michael Hoffman
Pete Livermore
John McKenna
Thomas Patton

STAFF: Scott Fahrenbruch, Parks and Recreation Director of Operations
Juan Guzman, Open Space Manager
Vern Krahn, Park Planner
John Flansberg, Deputy City Engineer
Sandy Tschumperlin, Administrative Assistant
Barbara Singer, Recreation Superintendent
Mitch Ames, Community Center Supervisor of Operations
Kurt Meyer, Aquatic Facility Supervisor of Operations
Joel Dunn, Recreation Supervisor
Scott Keith, Recreation Supervisor
Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0007) - Chairperson Keeton called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioner Herst was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0013) - None.

1. ACTION ON APPROVAL OF MINUTES (1-0022) - None.

2. CHANGES TO THE AGENDA (1-0027) - None.

3. AGENDA ITEMS:

3-A. PRESENTATION ONLY REGARDING THE SIERRA FRONT RECREATION COALITION'S "LAKE TAHOE AND BEYOND THE RIM" TRAILS MAP (1-0030) - Mr. Krahn introduced Bureau of Land Management Environmental Planner and Coordinator Desna Young, and reviewed the staff report. Ms. Young provided background information on development of the trails map, and discussed creation of the Sierra Front Recreation Coalition. She expressed gratitude to Parks staff and to Gnomon, Inc. for their in-kind participation. She provided an overview of the map which was displayed in the meeting room and also included in the agenda materials. At Mr. Krahn's request, she explained the

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in-kind trade with National Geographic to provide the finished graphics in exchange for all the map data. She expressed appreciation for Commissioner McKenna's assistance in his capacity as a Tahoe Rim Trail Board member, and discussed the Tahoe Rim Trail Association's involvement. In response to a question, Ms. Young explained that the purpose for developing the map was to provide a large overview of the area. She advised that other, more detailed maps are available for specific areas and uses. In response to a further question, she advised that the agencies listed on the back of the map each have a limited number of copies available to the public. Chairperson Keeton commended Ms. Young on an excellent job.

Commissioner McKenna provided an example of how to use the map, and advised that it also serves as a planning tool. Commissioner Livermore commended Ms. Young on development of the map, and commented that it represents a great marketing tool. He suggested allowing tourism agencies to reprint the map. In response to a question, Ms. Young advised that parking issues along Highway 28 have been discussed in conjunction with future planning. The map represents a "kick off" in identifying needed improvements. In response to a further question, Ms. Young advised of a presentation by Placer County Parks and Grounds Division Administrator John Ramirez on the Capital to Capital Trail. All agencies, counties, and cities represented on the back of the map provided written support for the Capital to Capital Trail, and it will be added to a future reprint of the map. In response to a further question, Ms. Young advised that suggested revisions and corrections should be directed to the corresponding agency. Discussion took place with regard to individual counties utilizing the map as a marketing tool. Mr. Krahn thanked Ms. Young and commented that the map represents a key element to the City's trail system plan.

3-B. DISCUSSION AND ACTION ON RECOMMENDING CHANGES TO THE BICYCLE ELEMENT OF THE REGIONAL TRANSPORTATION PLAN FOR CONSIDERATION BY THE BOARD OF SUPERVISORS AND THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (1-0375) - Mr. Flansberg reviewed the staff report and provided background information on the Transportation Master Plan. He reviewed the existing bicycle plan and proposed revisions which were displayed in the meeting room and included in the agenda materials. Mr. Krahn reviewed completed improvements, including the Linear Park Multi-Use Path, the multi-use path along the Mexican Ditch, and the V&T Trail. He advised that the trails plan helped the Open Space Advisory Committee identify the Moffat property for purchase. A multi-use path on the Moffat property and around the Wastewater Treatment Plant was recently completed.

Mr. Flansberg reviewed minor revisions to the Bicycle Element Objectives and Policies. In response to a question, he advised that some of the trails depicted on the plan are in place; some are dependent upon funding and/or will be done in conjunction with other development. He discussed the method by which trails are prioritized in response to a further question. He noted that the Bicycle Plan isn't a "dream list anymore." Many of the trails have been implemented and Carson City has shown a great commitment to the plan.

Mr. Flansberg responded to questions regarding the purpose of the arrows and the multi-use path associated with phase 1 of the freeway. He is the City's liaison to the Nevada Department of Transportation for the freeway project, and advised that ways to accommodate the multi-use path on the portion of the freeway from the linear park south to the Edmonds Sports Complex are being considered. Commissioner Curtis suggested including a five-year implementation time line in the plan. Mr. Flansberg advised that the bike plan is being incorporated into the Capital Improvement Program. He referred to the text portion of the plan, and advised that City staff worked with Muscle Powered to develop the Bicycle Safety Map in

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conjunction with the Nevada Office of Traffic Safety, the Regional Transportation Commission, and the Parks and Recreation Department. He advised that Senior Regional Transportation Commission Engineer Harvey Brotzman oversees bicycle and pedestrian plans. He agreed that prioritizing projects is a good idea, and advised that many of the bike lane projects are being funded in conjunction with Regional Transportation and Streets Department projects. He advised of assuming the responsibility of capital projects manager as of January 2004, and that he will be considering future planning and implementation. Chairperson Keeton noted the involvement of the Regional Transportation Commission (“RTC”), the Carson Area Metropolitan Planning Organization (“CAMPO”), the Parks and Recreation Commission, and others. He requested that staff provide status reports and presentations to the Commission as appropriate.

Commissioner Livermore advised that development of the bicycle path along Snyder Drive will not take place until private development occurs. He noted that implementation which involves infill requires more patience. Mr. Flansberg advised that the bridge structure being designed at Snyder Drive will be wide enough to accommodate bike lanes. In response to a question, he pointed out a bike lane on Roop Street from Highway 50 south through Washington Street, but acknowledged there is no lane heading north. In response to a further question, he noted that every City street is available for bicycles. He responded to additional questions regarding bike lanes included in the Roop Street widening project. In response to an additional question, he advised that warning lights installed at Edmonds Drive cost approximately \$30,000 to \$35,000. The Roop Street widening project will include installation of a warning light between the Community Center and the Library. Mr. Flansberg acknowledged that the bike plan will be submitted to the RTC, the Board of Supervisors, and the CAMPO. He responded to questions regarding the public review process, and advised that a public workshop will be scheduled prior to final adoption of the plan. In response to a further question, Mr. Flansberg advised that the pedestrian element of the Transportation Master Plan is in the beginning stages of development. The CAMPO is looking into the possibility of utilizing federal transportation planning funds for the pedestrian master plan. Mr. Flansberg expects that the pedestrian master plan will have much in common with the bicycle element because of the multi-use paths.

(1-0920) Chas Macquarrie, a member of Muscle Powered, complimented staff on the work invested in the plan and the proposed revisions. He commented that the plan contains some good objectives and policies, but expressed the opinion that some could do with strengthening. He referred to policy B-3h and read a portion of the same into the record. He commented that the “freeway corridor provides essentially a once-in-a-lifetime opportunity to complete the central spine of Carson City’s multi-use trail system. It will be able to connect neighborhoods and businesses and schools and recreational facilities in the north, Boys and Girls Club, Mills Park, the high school,” with the Edmonds Sports Complex. Mr. Macquarrie advised that phase 2 of the freeway is currently at 30% design. He noted that preliminary plans include landscape features but no path along this segment of the freeway corridor “despite the fact that there is adequate room for it and despite the fact that they actually have a maintenance road along this segment which would function very adequately as the path.” He expressed the opinion that it’s time for the Commission, the RTC, and the Board of Supervisors to “step up and give strong direction and encouragement to staff in these negotiations to actually get it done.” He stated that there is no reason the maintenance path cannot serve as the path in that section of freeway. He advised that the cost to pave it would be minimal, and reiterated that it represents an opportunity which shouldn’t be passed up. He suggested that “the opportunity is now, while design is in the early stages, that this can be incorporated into NDOT’s plan.” He urged the Commission to provide direction and backing to staff to pursue this with NDOT. He recommended amending the language of policy B-3h to eliminate the last six words.

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Mr. Macquarrie referred to policy B-3i and expressed support for the same. He advised that NDOT considers some portion of that segment of the freeway corridor may not have adequate right-of-way and is proposing to divert the path to Saliman Road. He expressed the opinion that "this would be a huge mistake ... because unless the path is continuous and fairly direct, its utilization will be greatly reduced." He commented that the multi-use path represents a great opportunity and, combined with some of the landscape features being considered, would complete the north/south spine of the community's path network. The path will enhance and benefit the whole community and "show that Carson City is on the cutting edge of quality of life planning and implementation." He urged the Commission to recommend to the Board of Supervisors to provide strong support to staff to continue negotiations with NDOT to include the path in the freeway corridor.

Commissioner Livermore expressed support for Mr. Macquarrie's comments, and advised of a utility easement from Fairview Drive to Clearview Drive. He invited Mr. Macquarrie to attend a meeting scheduled for Thursday, March 18th at 7:00 p.m. He advised of having discussed with Sierra Pacific Power Company representatives the possibility of a shared-use utility easement. Mr. Macquarrie recognized the diligent efforts of City staff and representatives. He assured the Commission of public support for continuing discussions with NDOT representatives. In response to a question, Mr. Macquarrie expressed the opinion that the language of policy B-3i is good. He advised that his comments were to strengthen the policy and demonstrate public support for staff's efforts to work with NDOT representatives to accomplish the multi-use path and make it as direct as possible.

Commissioner Patton advised of having read through the existing policies and the suggested revisions. He discussed his experience as a bicyclist in trying to get around town, and expressed support for a direct multi-use path. He expressed appreciation for all the effort invested in developing the bike plan, and suggested drafting recommended revisions in such a way that they are obvious to see. In response to a question, Mr. Flansberg referred public comments and input to Mr. Brotzman, or during a public meeting.

(1-1156) Sue Newberry provided background information on her involvement in developing the bicycle plan. She advised of being unable to review the proposed revisions because they were not available prior to this meeting. She discussed the importance of publicizing the information in a timely manner in order to provide for sufficient public comment, and of the Commissioners understanding the terms bike ways and shared use facilities. She discussed her experience working at the Nevada Office of Traffic Safety in the area of bicycle and pedestrian education, and advised that very few people are comfortable riding in a shared use lane. She pointed out that the blue lines designated on the bike plan represent streets with no dedicated space for bicycles. Mr. Flansberg acknowledged that a public workshop will be scheduled prior to the final two hearings on the bicycle plan. He further acknowledged that the plan will be resubmitted to the Commission, if necessary, in light of significant public input. He advised that there were no substantive changes from the June 2001 version, which went through a very extensive public workshop process. He reiterated that the plan has yet to be submitted to the RTC, the Board of Supervisors, and the CAMPO. Ms. Newberry suggested scheduling a public workshop to provide for re-evaluation of funding sources associated with the metropolitan planning organization. She discussed the significance of shared use paths which are separated from automobile traffic, and referred to the V&T Trail which was funded prior to a plan being designed. She expressed appreciation for the V&T Trail and commended the design. She expressed concern that there won't be "quite enough in the way of a trail system happening without the things along the freeway." She advised that the Rails to Trails organization has published information on the economic benefits to a community of a complete trail system. She discussed the importance of

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connected trails, and commented that the centerpiece should be the multi-use path along the freeway. She suggested that "encouraging staff to encourage NDOT ... isn't going to be enough." She requested the Commission to be aggressive in taking a position. She commented that "it's now or never. These are not the kind of things that you go back and retrofit because they are too expensive." She noted that it would be much less costly to get the multi-use path done now, and advised that there are federal funds available. She recommended including a project list prior to submitting the plan for final approval. She commented that the plan will be more meaningful if it is fiscally constrained.

Mr. Fahrenbruch responded to questions regarding methods by which meeting materials can be made available to the public and the locations at which meeting agendas are posted. Discussion took place regarding the appropriate action, and Mr. Fahrenbruch cautioned the Commissioners against becoming involved in the fiscal aspects of prioritizing the plan. He advised that it is staff's responsibility to identify funding sources and priorities once the plan is finalized and, in turn, submit that information to the Commission and the Board of Supervisors. He assured the Commissioners that the plan will be submitted to the public process, but cautioned that burdening the plan with the various funding and prioritization aspects will create a difficulty with regard to clarity.

Mr. Flansberg explained that the CAMPO is responsible for producing three documents: the Transportation Master Plan which includes the bicycle element; the Transportation Improvement Program which includes funding priorities over a five-year period; and the Unified Plan Work Program to which \$150,000 is annually allocated for planning transit and transportation facilities. He advised that the bicycle plan prioritization will be agendized for review by the Commission as part of the five-year Transportation Master Plan. A constraint on the Transportation Master Plan is that projects which cannot be funded within twenty years cannot be included.

Additional discussion took place regarding the appropriate action, and Chairperson Keeton pointed out that the agenda item addressed the recommended revisions. Commissioner McKenna suggested approving the changes, and pointed out that bicycles have the same rights and responsibilities as automobiles. He commented that the bicycle plan addresses improper planning in street design, and that education will make bicycling safer in Carson City. **Commissioner McKenna moved to approve the bicycle plan as amended. Commissioner Patton seconded the motion. Commissioner Curtis moved to amend the motion to include revision to the language at policy B-3h to strike the last six words. Commissioner Hoffman seconded the motion. Amendment carried 6-2.** Chairperson Keeton called for a vote on the original motion as amended; **motion carried 8-0.**

3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS AND OPEN SPACE ADVISORY COMMITTEE THAT THREE LOTS, OWNED BY STANTON PARK AND JIM BAWDEN, CONSISTING OF APPROXIMATELY 35 ACRES AND LOCATED NORTH OF NORTHRIDGE DRIVE AND WEST OF LOMPA LANE (APNs 2-101-54, -55, AND -73), BE PURCHASED BY MR. CHUCK RAFFETY AS "OFF-SITE COMPENSATORY MITIGATION," AND THEN DEEDED TO THE CARSON CITY OPEN SPACE PROGRAM TO BE MANAGED AND ENHANCED AS A WETLAND AND NATURE PARK, IN ACCORDANCE WITH THE NORTHRIDGE DEVELOPMENT AGREEMENT (1-1584) - [Chairperson Keeton recessed the meeting at 7:02 p.m. and reconvened at 7:05 p.m.] Mr. Guzman introduced Leslie Burnside, of Wood Rodgers, Inc., and pointed out the subject property on a displayed aerial photograph. He reviewed the staff report and responded to questions regarding the proposal. He acknowledged that there was no cost

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involved other than maintenance associated with the nature park. He further acknowledged that the Commission will have nothing to do with Mr. Raffety's development. In response to a further question, Mr. Guzman explained that the Development Agreement requires access along the south edge of the property and a linkage to the linear park. He pointed out the access points on the displayed aerial photograph. He advised of having spoken with Army Corps of Engineers, Audubon Society, and School District representatives regarding educational opportunities. He further advised that some of the best access points are already in place in the form of dikes.

Mr. Guzman acknowledged that wetlands mitigation was previously done in conjunction with the Stanton Park and Northridge developments. Commissioner Livermore commented that the proposal allows for development of the corner of Goni Road and College Parkway. Mr. Guzman acknowledged that the Open Space Program will become the steward of the property, and advised that the purpose would be to enhance the existing wetlands. In response to a question, Ms. Burnside explained Mr. Raffety's proposal to put that portion of Hot Creek which runs through his property into a pipe. The route of the pipe has not yet been established; however, the destination will be the top of the wetland. In response to a further question, Ms. Burnside advised that the water source is the hot springs and storm water drainage from the Shaheen development. **Commissioner Curtis moved staff's recommended action. Vice Chairperson DePauw seconded the motion. Motion carried 8-0.**

3-D. ACTION ON FISCAL YEAR 2004-05 PARKS AND RECREATION DEPARTMENT

BUDGET (1-1915) - Mr. Fahrenbruch provided background information on the City's budget process, and advised that a possible quorum of the Parks and Recreation Commission would be agendized for the April 27th budget appeal hearing. He acknowledged that there would be no need for a joint meeting between the Commission and the Board of Supervisors prior to the April 27th meeting. In response to a question, Mr. Fahrenbruch advised that staff is scheduled to appear before the Direct Reports Committee, which will review all supplemental requests, on Monday, March 22nd. In response to a further question, Mr. Fahrenbruch advised the purpose of the subject item was presentation of the Parks and Recreation Department proposed final budget. He reviewed the process for the division heads and staff to present highlights of their individual budgets, and the Commissioners concurred.

Recreation. Ms. Singer responded to questions regarding the amounts budgeted for bus rental and Latch Key scholarships. In response to a question, Mr. Keith explained the reason for separating out full-time salaries from hourly/seasonal salaries. Ms. Singer acknowledged that the increase in general fund expenditures over the fiscal periods ending 02, 03, 04, and the tentative 05 are due to program growth, cost of living and merit increases. She acknowledged that the City contracts for group insurance and provides each department the appropriate budget figures. Chairperson Keeton noted the almost 50% increase in the cost of group insurance since 2002.

Mr. Fahrenbruch explained that the fluctuations in the budget were due to the 3% across-the-board reduction required in FY 03/04, and the 2% increase allowed in FY 04/05. In the years prior to FY 03/04, there were no cost of living allowances included in the budget. In response to a question, Ms. Tschumperlin advised that the Finance Department ran the year-to-date actuals as of January 16th. In response to a question, Ms. Singer advised that there is no capital outlay in the recreation budget. She responded to additional questions regarding revenues collected, salaries, and program costs. She advised

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that the sports and recreation program budgets are required to cover 100% of direct costs; this does not include utilities or full-time staff salaries. In response to a question, Ms. Tschumperlin advised that the mandate to cover 100% of direct costs resulted from an audit conducted by Kafoury Armstrong in 1990.

In response to a question, Mr. Fahrenbruch advised that presenting the budget will be the responsibility of the City Manager. He assured the Commissioners he will be present at the budget hearings to remind the policy makers, if necessary, that sports and recreation programs “need money to make money.” He advised that the City Manager, the Board of Supervisors, and the Finance Director are well aware of the amount of revenue generated by the Recreation Department. Commissioner McKenna requested a special meeting of the Commission if, in Mr. Fahrenbruch’s opinion, the City Manager is not properly assessing the income generated by recreation programs. He clarified that he had no doubt the City Manager would do an exemplary job presenting the budgets, but noted the intimate knowledge and vested interest Mr. Fahrenbruch has in the Parks and Recreation Department budget. Mr. Fahrenbruch advised that it would be his responsibility to call a special Commission meeting if changes occur in the budget which will impact levels of service. Commissioner Livermore advised that City Manager Linda Ritter attended the most recent Youth Sports Association meeting, wherein presentations were made by recreation program directors.

Commissioner Curtis reiterated comments from previous meetings that the budget review should include a discussion regarding fees. She suggested including a revenue offset line item in the budget, and the net cost to the City. Ms. Singer advised that the Recreation Department doesn’t always include the allowed percentage increase in its budgets because it would translate to an increase in fees. Commissioner Patton inquired as to how the City provides for a “cushion” in order to avoid an “ebb and flow” in terms of levels of service. Mr. Fahrenbruch advised that this is more a City wide issue than a Recreation Department issue. If revenues are down and the City chooses to cut department budgets, the Parks Department is forced to adjust levels of service. Mr. Fahrenbruch advised that it is impossible to forecast the areas to which a reduction in levels of service would apply. It would be based on need and subject to a process of review by staff and the Commission. In response to a further question, Mr. Fahrenbruch advised that the Parks and Recreation Department went at least five years without increasing its budget. Then, last year a 3% budget cut was requested. Now things are “going in the right direction” and sales tax forecasts are looking better. Mr. Fahrenbruch advised that the Parks and Recreation Department hasn’t had the opportunity to “bank” funds because there haven’t been “too many fat years.” He discussed the difference in fee philosophies in Douglas County which charges whatever the market will bear and banks the excess. Carson City’s mission is to provide affordable recreation programs within the established budget. Ms. Singer advised that decreased revenues in the recreation programs signal fewer enrollees and/or participants. Decreased revenues translate to decreased expenditures. Ms. Singer explained that any excess on June 30th reverts back to the general fund. Commissioner Livermore discussed the augmentation process in the event of insufficient funds. Ms. Singer offered to have Mr. Keith review the budget highlights; however, the Commissioners advised that they could read them from the agenda materials.

Community Center (1-2837) - Mr. Ames introduced himself for the record. In response to a question, Mr. Ames and Ms. Singer reviewed utilization of the Community Center gymnasium, theater, and meeting rooms. In response to a previous question, Ms. Singer reviewed the small furnishings line item.

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Aquatic Facility (1-2921) - In response to a question, Mr. Meyer explained the method by which Question #18 has been identified as a revenue source. Commissioner McKenna suggested restating FY 02 and 03 to indicate the change in the basis for accounting. Mr. Fahrenbruch acknowledged the need for clarification prior to submitting the budget to the next level of review. Commissioner McKenna recommended going into the upcoming budget cycle in an aggressive mode, demonstrating that Parks and Recreation is a revenue-producing department and not a cost to the City. Mr. Fahrenbruch advised that staff would provide an explanation of how the revenue offsets operating expenses in an easy-to-read format. In response to a question, Mr. Meyer provided a comparison of fees between FY 02/03 and the current fiscal year. Mr. Fahrenbruch acknowledged that projected revenues against the tentative budget will have to be reflected. In response to a further question, Mr. Meyer explained the function of the COGEN system in reference to gas and electric costs. Commissioner Livermore suggested that the policies established following the 1990 Kafoury Armstrong audit should be reviewed and updated.

Sports (1-3265) - Ms. Singer explained that the sports budget was, at one time, included in the recreation budget. Mr. Dunn responded to questions regarding the contractual services line item, the emphasis on softball in the sports program goals and objectives, the difference in the operating supplies line item between three years ago and today, and the increase in general fund personnel between FY 02 and 03. Commissioner Livermore expressed the opinion that Mr. Dunn's salary for the softball program should be included as a direct cost and covered by fee revenues. Discussion took place with regard to the same, and Mr. Dunn reviewed details of an economic impact study of softball tournaments provided to the Commission and to the Board of Supervisors two years ago. He pointed out that the amount of general fund support allocated to the sports budget is greatly offset by the revenue generated City wide from the softball tournaments. Commissioner Patton agreed with earlier comments by Ms. Singer that diminishing participation would result from increasing fees to cover all direct costs. Mr. Dunn responded to additional questions regarding reorganization of the Adult Softball program fee structure, as outlined in the budget highlights.

Mr. Fahrenbruch noted the recurring discussion of fees and general fund subsidization, and suggested that the Commission should be more concerned with providing a level of recreation within the community. He advised that the Board of Supervisors would determine general fund subsidy by requiring that certain costs be covered. He expressed the concern that the Commission was getting beyond its purview. Chairperson Keeton noted that the Commission recently passed two resolutions regarding fees which will be reviewed on an annual basis.

Mr. Dunn expressed surprise with regard to the discussion which had taken place in that he expected to be able to discuss the successes of the sports program. He noted that the sports budget covers all direct costs as well as returning \$16,152 to the general fund. Chairperson Keeton expressed the opinion that the sports program has been very successful.

In response to a comment, Mr. Fahrenbruch advised that the Board of Supervisors will establish the balance between revenues and general fund subsidy based on levels of service. He advised that the Commission should be concerned with levels of service not whether they are covered by revenues versus general fund support. Commissioner Curtis suggested that the master plan should address levels of service. She encouraged Mr. Dunn to include goals and objectives for other sports programs in next year's budget. Ms. Singer reviewed participation and scheduling for the basketball program. Mr. Dunn advised that the volleyball, men's basketball, and youth basketball programs are restricted by available gymnasium space.

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He discussed growth in these programs as related to the need for a new gymnasium. Chairperson Keeton thanked Mr. Dunn and commended him on his efforts.

Ms. Singer advised that she would be present at the budget hearings to assist in presenting the Recreation Division budgets. She invited the Commissioners to call or visit the Recreation Division office any time. Mr. Fahrenbruch and Chairperson Keeton thanked the Recreation Division staff.

Parks Maintenance Division (2-0128) - Mr. Fahrenbruch presented the Parks Maintenance Division budget, and responded to questions regarding the vehicle repair and maintenance, water savings-maintenance, and fertilizer/chemicals line items. He responded to additional questions regarding the mural project and the maintenance/storage building at Long Ranch Estates outlined in the goals and objectives.

Parks Administration (2-0368) - Ms. Tschumperlin reviewed highlights of the Parks Administration budget. Mr. Fahrenbruch reviewed and responded to questions regarding the supplemental requests.

Quality of Life - Parks Capital (2-0499) - Mr. Fahrenbruch presented the parks capital budget.

Quality of Life - Maintenance (2-0511) - Mr. Fahrenbruch responded to questions regarding maintenance of the facilities listed in the budget highlights section, and the differences in the salaries and wages line items.

Residential Construction (2-0564) - Mr. Fahrenbruch responded to questions regarding allocation of the Park Planner's salary.

Grants, Gifts and Donations (2-0608) - Mr. Krahn responded to questions regarding the possibility of utilizing community development block grant funding to construct a new park.

Pony Express Pavilion (2-0645) - Mr. Fahrenbruch reviewed the supplemental request included with this budget.

In response to a question, Ms. Tschumperlin advised that an overview of the Parks and Recreation budget is included in the annual report published by the Department. Commissioner Curtis expressed an interest in reviewing total revenues. **Commissioner McKenna moved to approve the fiscal year 2004/2005 Parks and Recreation Department budget. Vice Chairperson DePauw seconded the motion. Motion carried 8-0.**

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT PROJECTS (2-0695) - Mr. Fahrenbruch advised that staff and the contractor are in the last week of addressing punch list items for phase 2 of the Governor's Field irrigation project. He commended the contractor on the project. In response to a question, he advised of discussions regarding replacement of trees at Governor's Field. Mr. Fahrenbruch advised that the deed transferring ownership of the common areas in the Long Ranch Estates Highlands development was recorded earlier in the day.

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STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (2-0725) - Mr. Krahn advised that he is awaiting the scope of work from the consultant team. Once it is received, a meeting of the volunteer working groups will be scheduled.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (2-0736) - Mr. Krahn referred to the Question #1 Opportunities Map and advised that he and Open Space Manager Juan Guzman have developed and submitted a number of grant applications based on the established priorities. He thanked Ms. Tschumperlin and the clerical staff at the Parks Administration office for their participation. Mr. Krahn anticipates receiving a response from the Division of State Lands within the next two weeks with regard to the status of the applications. He referred to the March 4, 2004 memo included in the agenda materials and provided an overview of the same.

STATUS REPORTS AND COMMENTS FROM STAFF (2-0788) - Mr. Fahrenbruch advised that Steve Kastens would be returning to Carson City for his retirement open house on March 18th. He invited the Commissioners to attend. He advised that he would assume Acting Director responsibilities as of March 19th. City Manager Linda Ritter informed Mr. Fahrenbruch that she will be attempting to fast-track the recruitment process for the new Parks and Recreation Department Director. He discussed the interview process proposed by Ms. Ritter.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (2-0830) - Commissioner Livermore advised that the park ranger program responsibilities may be assumed by the Carson City Sheriff's Office. He suggested the Commission may need to review the possibility of providing support for the program remaining under the purview of the Parks and Recreation Department. Commissioner Curtis commended Mr. Fahrenbruch on the dog waste clean up dispensers at Long Ranch Estates, and requested a status report in the next few months with regard to their effectiveness. In response to a question, Mr. Krahn provided a report on the Shade Tree Council's plans for the Arbor Day Celebration. In response to a question, Mr. Fahrenbruch advised that the annual parks tour will be scheduled once the new Director is hired. Chairperson Keeton referred to the Resolution included in the agenda materials, and provided a report on the leadership training classes he had been attending.

FUTURE AGENDA ITEMS FROM COMMISSIONERS - Previously covered.

5. ACTION ON ADJOURNMENT (2-0943) - Vice Chairperson DePauw moved to adjourn the meeting. The motion was seconded and carried 8-0.

The Minutes of the March 16, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 4th day of May, 2004.

THOMAS N. KEETON, Chair