

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the December 2, 2003 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, December 2, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Stacie Wilke
Vice Chairperson Tom Keeton
Donna Curtis
Donna DePauw
Jim Dunn
Charlene Herst
Michael Hoffman
Pete Livermore
John McKenna

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Barbara Singer, Recreation Superintendent
Mitch Ames, Community Center Supervisor of Operations
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 Wilke called the meeting to order at 5:32 p.m. Roll was called; a quorum was present.

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

1. ACTION ON APPROVAL OF MINUTES - November 4, 2003 (1-0018) - Commissioner McKenna moved to approve the minutes. Vice Chairperson Keeton seconded the motion. Motion carried 9-0.

2. CHANGES TO THE AGENDA (1-0021) - None.

3. AGENDA ITEMS:

3-A. ACTION ON RESOLUTION NUMBER 1995-R-41, A RESOLUTION CHANGING EXISTING OR ADDING NEW GENERAL FEE POLICIES FOR PARKS AND RECREATION FACILITIES, EQUIPMENT, AND SERVICES PROVIDED (1-0024) - Mr. Kastens reviewed the staff report and the attached exhibits. He suggested that the Commissioners consider the non-resident, non-profit fee issue in light of the value of park usage, which most likely includes some percentage of Carson City residents at every event. He reviewed staff's recommendation to make no change to the subject resolution.

In response to a comment, Mr. Kastens explained that family gathering events are designated as non-profit by virtue of the fact that they are non-commercial. Non-profit user groups are required to provide a certificate of non-profit status issued by the Secretary of State. Vice Chairperson Keeton expressed the

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opinion that the non-resident/non-profit user groups listed on Exhibit A should pay a regular fee. In response to a question, Mr. Kastens advised that camping fees are only collected from those groups designated as "for profit." Commissioner Livermore expressed the opinion that non-profit groups should be recognized by their Internal Revenue Code status rather than by the Secretary of State. He expressed the further opinion that the City should receive a percentage of any fees charged by event promoters, except for "true non-profit" user groups. In response to a question, Mr. Kastens advised that there is currently no policy addressing parking fees. He suggested this as a consideration for amending Resolution 1995-R-41. He explained that parking fees have been charged by event coordinators to cover the cost of hiring a concessionaire to develop and implement an organized parking plan. He discussed various scenarios in which unorganized parking has created issues of safety and convenience. In response to a question regarding paragraph 7 of the resolution, Mr. Kastens advised that the formula was developed in 1995 with information provided by former Assessor Kit Weaver. Commissioner Livermore suggested that the percentage added to non-resident user fees may need to be increased. He expressed support for increasing non-resident fees in order to fund maintenance of parks and facilities.

Commissioner McKenna read into the record a portion of paragraph 3 of the resolution, and suggested that consideration and subsequent approval must have been given to the way things were being done. He acknowledged that a clarification of non-profit and for profit could be asked of the Board of Supervisors. He explained the differences between various Internal Revenue Code Section 501(c) organizations. He further suggested requesting the Board of Supervisors to clarify how non-resident, non-profit groups are charged, and discussed possible exceptions to how a non-resident group would be defined.

Vice Chairperson Keeton expressed a preference for increasing the non-resident user fee to 25% above the resident fee. He referred to paragraph 3, and expressed a preference for charging non-resident users a flat fee rather than differentiating between commercial and non-profit user groups. Commissioner DePauw advised of having recently rented a facility in Carson City for which she paid a certain fee and no consideration was given to whether she was a member of the organization which operates the facility.

(1-0294) Craig Burnside, Douglas County Parks Superintendent, advised that Douglas County makes no distinction between commercial and non-profit organizations. A distinction between residents and non-residents is made, however. In response to a question, he explained the tiered fee system utilized in Douglas County.

Mr. Kastens acknowledged that one reason many of the Reno-based kennel clubs moved their events to Carson City is that the City of Reno substantially raised their facility rental fees. Another reason is that overnight camping is not allowed in Reno parks. Mr. Kastens expressed the opinion that this is the more predominant reason the event coordinators moved to Carson City. In response to a question, he advised that non-residents are charged a ten percent higher fee for recreation programs. In response to a further question, he advised that fees will not be reviewed as part of the master plan update process. Commissioner Curtis suggested that reviewing fees would be more appropriate during the budget process because needs and allocation of funding would be more apparent. In response to a question, Ms. Singer advised that direct costs for all recreation programs must be covered. Mr. Kastens referred to paragraph 3 of Resolution No. 1995-R-42 and read a portion of the same into the record. He explained the method by which staff determines direct program costs and charges fees accordingly. He acknowledged that there will be an impact on those programs which include non-resident participation. He advised that calculations could be made to determine the difference in revenue which would be generated by a 15% increase in non-resident

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user fees. Ms. Singer provided a brief overview of the number of non-resident participants in recreation programs. She offered to compile more specific information for the Commission. Commissioner Curtis referred to earlier comments by Mr. Burnside and suggested that youth programs be excluded from the non-resident fee differentiation. Mr. Kastens explained the Youth Sports Association agreement with the City. He discussed increased participation in recreation programs by Dayton residents over the last several years, and advised that the Central Lyon County Parks and Recreation Department is aggressively working to develop recreation programs in Dayton.

(1-0533) In response to an earlier comment, Mr. Burnside clarified that youth sports organizations in Douglas County are not charged a fee for field use. Recreation Department-sponsored programs are all fee based. In response to a question, he advised that there is no differentiation between residents and non-residents for recreation program fees. Commissioner Livermore discussed historic information regarding participation of Douglas County residents in Carson City programs over the last ten years and the change in that participation as a result of the Indian Hills General Improvement District. He noted that Lyon County residents have no choice with regard to such things as aquatic activities than to utilize Carson City facilities.

Commissioner Dunn expressed disagreement with charging non-resident/non-profit users more than resident/non-profit users; neither was he in favor of increasing the non-resident fee. He suggested considering some of the areas which may be impacted by the increase, such as residents of Lakeview and Moundhouse who shop in Carson City. He disagreed with arbitrarily designating 25% as the percentage increase to charge non-residents. He referred to the adult softball program which includes a number of non-resident participants, and suggested that it would be a loss to Carson City to not encourage non-resident participation. If Carson City residents were unable to use the parks due to so much non-resident use, Commissioner Dunn agreed that increasing the non-resident fee would be applicable. He expressed the opinion that there is not so much of a non-resident impact as to prevent Carson City residents from being able to use parks and facilities. He suggested seriously considering the reasons for increasing fees. He pointed out that the City is not losing money and reiterated the opinion that the fees should not be arbitrarily increased.

Commissioner Livermore expressed agreement with Commissioner Dunn's comments. He referred to the process for increasing fees outlined in paragraph 1 of Resolution No. 1995-R-42, and read a portion of the same into the record. He noted that the Commission and the Board of Supervisors make decisions regarding events which benefit Carson City, such as Fourth of July events, the Carson City Rendezvous, etc. Special events involve promoters who put on events for the purpose of making a profit. The Rotary Club, Soroptomists International, the Cancer Society, etc. host events which promote the community. He reiterated that a process is in place to establish the annual calendar of events, and noted that the fees are to cover "twenty-five percent ... of direct costs."

(1-0691) John Wagner expressed the opinion that the City should not be "subsidizing outsiders to come here." He suggested considering a tiered fee schedule for special events. He expressed support for increasing fees in order to cover staff costs.

In response to a question, Mr. Kastens provided historic information on the annual calendar setting process. He explained that since the same special events are routinely scheduled on an annual basis, staff has only brought new special events which are anticipated to impact staff to the Commission as necessary.

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Commissioner McKenna moved to recommend to the Board of Supervisors that no changes be made to Resolution 1995-R-41. Commissioner Herst seconded the motion. Mr. Kastens acknowledged that there will be an opportunity to review the fees again if there are serious problems with the budget. Chairperson Wilke called for a vote on the pending motion; **motion carried 8-1.**

3-B. ACTION ON RESOLUTION NO. 1995-R-42, A RESOLUTION CHANGING EXISTING OR ADDING NEW SPECIFIC FEE POLICIES FOR PARKS AND RECREATION FACILITIES, EQUIPMENT, AND SERVICES PROVIDED (1-0808) - Commissioner Livermore expressed support for charging camping and parking fees. Mr. Kastens reviewed the staff report and the attached exhibits. In response to a question, he explained the method by which new special event users will be charged fees. In response to a further question, he explained the purpose and function of wire loom.

Commissioner McKenna inquired as to the legality of the Board of Supervisors amending a resolution through the budget process. He requested staff to consult with the District Attorney's staff regarding this matter. He further requested that if a determination is made that it was not legal for the Board of Supervisors to eliminate the practice of placing revenue generated by equipment rental into a special fund, that said revenue be returned to the equipment replacement fund. Ms. Singer clarified that the practice of carrying money over from the previous fiscal year was eliminated, i.e., whatever is earned in one year must be spent in that year. Ms. Singer explained that not being able to accumulate revenue and purchase in larger quantities translates to not getting as good a price for things such as tables and chairs. Commissioner McKenna read a portion of Resolution 1995-R-42, paragraph 4, into the record, and reiterated his inquiry that a budget resolution rendering a portion of paragraph 4 inapplicable overrides the language of the resolution.

Commissioner Curtis noted that the phrase "at least" in paragraph 1 of Resolution 1995-R-42 allows for an increase in the percentage of direct costs covered for major special events. In response to a question, Mr. Kastens advised that staff would reinstitute the annual calendar setting review referenced in paragraph 1. In response to a further question, he advised that the 25% referenced in paragraph 1 was arbitrarily established. Vice Chairperson Keeton expressed a preference for increasing the direct costs covered to 50%. He noted that recovering 25% of direct costs means "we're paying 75% of direct costs." He expressed the opinion that the City should recover as much of the direct costs as possible without penalizing the users. In response to a question, Mr. Kastens advised that neighboring counties generally charge a flat fee.

In response to a question, Mr. Kastens provided an overview of previous deliberations regarding the possibility of recovering indirect costs. In response to a question regarding youth sports programs not meeting direct costs, Mr. Kastens advised that this has not changed since 1995 but the exception noted in paragraph 3 of the resolution remains. Discussion took place regarding revisions to the paragraph, and Mr. Kastens discussed the \$20,000 path constructed last fall by the AYSO at the Edmonds Sports Complex. He discussed the donations over the years of funding and equipment by the Youth Sports Association which directly benefit the parks system. He advised that City representatives are satisfied with the arrangement. Commissioner Livermore discussed the provisions of the Youth Sports Association Agreement which cover maintenance over and above regular park maintenance. Mr. Kastens advised that the Youth Sports Association receives a percentage of the room tax which amounts to approximately \$18,000 per year. This funding is, in turn, allocated to the Parks and Recreation Department for seasonal and part-time employees. Vice Chairperson Keeton expressed agreement with subsidizing youth programs, and support for leaving

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the wording of paragraph 3 as it is. Commissioner Livermore discussed the value of the volunteer participation provided by Youth Sports Association members. He reviewed the amount of revenue annually allocated to the City via the Youth Sports Association.

In response to a question, Ms. Singer explained the method by which Aquatic Facility fees are determined. Mr. Kastens acknowledged that the fees do not cover the operating costs, which are subsidized by Question #18. Ms. Singer responded to questions regarding the Community Center theater fees. She advised that the fees are required to cover 100% of direct costs, and that Mr. Ames calculates and charges accordingly. Mr. Ames advised that he reviews costs every six months and that they are calculated down to the cost of operating light bulbs per hour, including shipping. Consensus of the Commission was to revise the wording of paragraph 6. Commissioner Herst read the revised wording into the record, as follows: "The base fee for the Community Center theater will be based on 100% of direct costs."

Mr. Kastens responded to questions regarding staff's recommendation to increase the camping fee from \$4.00 to \$8.00. He discussed the method by which he determined the amount. Commissioner Dunn suggested deleting the actual fee from the language of the resolution since it is stated in the Policy referenced in paragraph 8. In response to a question, Mr. Kastens read a portion of the Policy Regarding RVs and Tents in City Parks into the record and explained the criteria by which overnight privileges are granted.

Chairperson Wilke noted staff's recommendation to eliminate this paragraph and the Commissioners concurred. Commissioners Curtis and Livermore expressed support for staff's recommendation regarding paragraph 11. Discussion took place regarding the wording of the paragraph, and Mr. Kastens acknowledged that direct costs have been determined for each special event. He referred to Exhibit C and acknowledged that each user will be billed separately. He responded to questions regarding the method by which a new event would be charged.

Chairperson Wilke called for public comment on this item and, when none was forthcoming, entertained a motion. Discussion took place regarding the recommended revisions, and **Commissioner McKenna moved to leave paragraph 4 exactly as it is. Commissioner Dunn seconded the motion.** Commissioner Livermore speculated on the reason for eliminating the practice of allocating revenue generated by equipment rental to a special fund. He expressed the opinion that leaving the wording of the paragraph as it is won't change the policy. Mr. Kastens advised that if the motion passed he would pursue an answer to whether the Board of Supervisors can change the provisions of a resolution by action taken during the budget process. Commissioner McKenna explained the intent of his motion was to convey that the Commission is in favor of the proceeds of equipment rental being allocated to a separate fund for replacement and that the policy is recommended to the Board of Supervisors. Chairperson Wilke called for additional discussion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 9-0.**

Commissioner McKenna moved to replace the words "current basis" with the words "100% of direct costs" in paragraph 6. Commissioner Livermore seconded the motion. Motion carried 9-0.

Commissioner McKenna moved to eliminate the dollar amount in parenthesis in paragraph 8. Commissioner Herst seconded the motion. Motion carried 9-0.

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Commissioner McKenna moved to eliminate paragraph 10. Commissioner Herst seconded the motion. Motion carried 9-0.

Commissioner McKenna moved to interpret paragraph 11 to mean that the Parks and Recreation Commission can raise fees in any amount over a two-year period. Vice Chairperson Keeton seconded the motion. Motion carried 9-0.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1722) - Mr. Kastens reported that the bases for the concrete park signs are being constructed this week by staff. Delivery of the signs is expected by Christmas. The Mills Park parking lot project landscaping is being installed and the parking lot has been paved. The Governor's Field irrigation system replacement project is underway. In response to a question, Mr. Kastens advised that the Mills Park/Highway 50 parking lot project contract was approved at \$212,000.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1756) - Mr. Kastens provided an overview of the November 20, 2003 letter from Mr. Fahrenbruch to Barbara Forde which was included in the agenda materials. He advised that Chairperson Wilke, together with City staff and members of the Planning Commission, took part in reviewing the nine statements of qualification received for the comprehensive master plan and the Parks and Recreation master plan element update. The submittals were narrowed to four firms, representatives of which will be asked to travel to Carson City for informal interviews. Staff will report back to the Commission at the appropriate time. In response to a question, Mr. Kastens advised that the review committee attempted to give preference to Nevada companies; however, most were not very qualified in the area of comprehensive parks master planning. Chairperson Wilke commented on the emphasis placed on how each firm handled public involvement in their planning experience. In response to a further question, Mr. Kastens advised that open space issues will be integrated in both the City-wide comprehensive master plan and the Parks and Recreation master plan element update. He advised that two of the companies which will be interviewed had open space planning experience.

Mr. Kastens reported that Regional Transportation staff is considering revising the Carson City Bicycle System Plan due to the many changes which have taken place over the last few years. He discussed plans by the Carson Tahoe Regional Medical Center to facilitate the City's bicycle system in their development. He encouraged the Commissioners to review the existing plan and be prepared to provide input at the appropriate meeting.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-1904) - Commissioner McKenna advised of reading a newspaper article about Mr. Kastens' impending retirement. He expressed deep misgivings because of Mr. Kastens' wealth of knowledge and institutional memory. He commented that Mr. Kastens would be sorely missed. He requested a report from City Manager Linda Ritter on how Mr. Kastens' position will be filled, and information regarding the Commission's participation in selecting Mr. Kastens' replacement. He requested the opportunity for the Commission to have a large role in the selection process, and that the City make provision in the budget to retain Mr. Kastens as a consultant on future projects. Chairperson Wilke agreed that Mr. Kastens has been a great asset to the community. Mr. Kastens thanked the Commissioners and advised that he would not be leaving for several months.

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Chairperson Wilke advised that the final registration date for the junior ski program was Saturday, December 13th.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1960) - In response to a question, Mr. Kastens advised that the proposed revisions to the resolutions addressed in items 3-A and 3-B would be forwarded to the Board of Supervisors. Mr. Kastens advised that the Commission would be meeting on December 16th to address the Capital Improvement Program. Commissioner Dunn requested Mr. Kastens to notify the Commissioners of the Board of Supervisors meeting date at which the resolutions will be addressed.

5. ACTION ON ADJOURNMENT (1-1995) - Commissioner McKenna moved to adjourn the meeting at 7:25 p.m. Commissioner Hoffman seconded the motion. Motion carried 9-0.

The Minutes of the December 2, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 20th day of January, 2004.

STACIE WILKE, Chair