

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the March 7, 2000 Meeting

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A joint meeting of the Carson City Parks and Recreation Commission and the Carson City Board of Supervisors was held at 6:00 p.m. on Tuesday, March 7, 2000 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PARKS AND RECREATION COMMISSION: Chairperson John Simms
Vice Chairperson Glen Martel
Commissioner Jim Dunn
Commissioner Ken Elverum
Commissioner Stacie Wilke
Commissioner Charles Wright

BOARD OF SUPERVISORS: Mayor Ray Masayko
Supervisor Robin Williamson, Ward 1
Supervisor Jon Plank, Ward 2
Supervisor Pete Livermore, Ward 3
Supervisor Kay Bennett, Ward 4

CITY STAFF: John Berkich, City Manager
David Heath, Finance Director
Mark Forsberg, Chief Deputy District Attorney
Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Larry Nair, Facilities Maintenance Director
Barbara Singer, Recreation Superintendent
Mitchell Ames, Recreation Supervisor
Kathleen King, Recording Secretary
(BOS/PRC - Budget 03/07/00; Tape 1-0001)

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

CALL TO ORDER AND DETERMINATION OF QUORUM (1-0040) - Chairperson Simms called the meeting to order at 6:07 p.m. Roll call was taken; a quorum was present. Commissioners Cabrera and Osborne were absent.

PUBLIC HEARINGS CONCERNING THE FISCAL YEAR 2000-01 BUDGET; DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

PARKS AND RECREATION
Recreation
Community Center
Park Maintenance
Facility Maintenance
Quality of Life Capital

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PARKS AND RECREATION (1-0047) - Mr. Kastens provided a brief overview of the budgets to be presented.

RECREATION (1-0065) - Ms. Singer reviewed the supplemental request for funding a Middle School Theater Apprenticeship Program, including details of the program, benefits to the participants, and a grant request to the Nevada Arts Council for funding assistance. Supervisor Plank discussed his concern over confining the program to "at risk" children, and Ms. Singer assured the Supervisors that the program is open to children other than those considered "at risk." In response to a question, Ms. Singer advised that the salary indicated would be paid to Nathan Walker, a previous coordinator of the theater apprenticeship program. Funds previously provided by JOIN are not available this year. Twenty-five children will be involved in the program. Supervisor Williamson inquired as to coordination of this program with the Brewery Arts Center's summer program, and Ms. Singer advised that Mr. Walker is coordinating both programs. Discussion ensued regarding an alternative funding source, and Chairperson Simms suggested that Ms. Singer consider school requirements for community service when recruiting participants for the program. Mayor Masayko approved \$5,853 for the first cut list.

Ms. Singer reviewed an additional supplemental request for special events revenue and expenditure line items. She acknowledged that the revenues would be generated by fund raisers, and that the request includes a provision that unexpended funds would be carried over to the next fiscal year. Mayor Masayko requested that the City Manager and staff accommodate the request.

COMMUNITY CENTER (1-0200) - Mr. Ames reviewed the supplemental request for a contract grant writer. Mayor Masayko suggested recruiting a grant writer who is willing to work on a "results basis". Supervisor Plank pointed out that in many instances, grants do not provide for payment of the grant writer's fee. He directed that the amount requested, or some portion of it, be placed on the first cut list.

Ms. Singer advised that she had spoken with the school district's grant writer at the suggestion of Commissioner Wilke, and was informed that \$1.4 million in grant funding was awarded last year. Forty-nine percent of that amount (\$695,000) represented awards from competitive grants. Sixteen new grants were written, ten of which were competitive, and seventy percent of those were awarded. Ms. Singer explained that the school district's grant writer works for the whole district, and suggested that a similar arrangement could be made to benefit the entire City. Commissioner Wilke commented on Douglas County's arrangement with one grant writer to ensure that county departments are not competing for the same grants. She acknowledged that the Carson City School District's grant writer is a full-time employee with additional responsibilities.

Supervisor Bennett concurred with placing the request on the first cut list, and commented on the importance of the investment to the entire City. Mayor Masayko suggested partnering with the School District on a strategic level. Supervisor Livermore concurred with the idea of a grant writer who is paid after grants are secured. Mr. Berkich advised of recent discussions with a contract grant writer and acknowledged that a proposal will be submitted to the Board of Supervisors for review in the near future.

PARKS (1-0315) - Mr. Fahrenbruch reviewed the supplemental request for an increase in the seasonal workforce by two positions. The staff for these positions would provide maintenance for Long Ranch Estates, including Long Ranch Park and the three phases of open space. He advised that since the budget was prepared, a memorandum from Mary Walker was sent to Mr. Berkich with a copy to the Board, outlining the justification for using fuel tax revenues to fund maintenance of right-of-way landscaping. The

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Streets Operations Manager has the option, and has agreed, to provide funding from fuel tax revenues for two seasonal positions for July, August, and September of the upcoming fiscal year, and for two positions the following fiscal year to be ongoing positions. The staff for these positions would maintain the downtown beautification landscaping, Saliman Road landscaping, Gardengate Estates, and the Graves Lane Extension Project landscaping, thus freeing up existing Parks personnel to maintain the Long Ranch Park, Long Ranch open space, and Mayor's Park.

Mr. Fahrenbruch advised that staff would like to withdraw all requests for additional funding from the general fund and utilize fuel tax funding for additional hourly personnel or seek contract labor to maintain the street landscaping. The contract labor cost would be compared, by price quote, with in-house costs for seasonal labor to maintain the same sites. Mr. Fahrenbruch explained the cost allocation for the upcoming fiscal year and for the next fiscal year. He acknowledged the commitment on the part of the Streets Department for one seasonal position for the upcoming fiscal year, and two seasonal positions for the next fiscal year at a cost of \$10,000 this year and \$20,000 next year. Discussion ensued regarding the funding source, and the need to continue to seek funding sources for maintenance of future projects.

At the request of Supervisor Williamson, Mr. Fahrenbruch explained ongoing negotiations with the Long Ranch Estates developer, discussed recent seeding of wild flowers and grass, and advised of the need for manpower to address weed control issues. With regard to Long Ranch Park, punch lists and inspections have been reviewed with the developer, and the City will be taking over maintenance of the park in April. Mr. Kastens discussed the development plan and the disadvantage of not having the residents present to assist in park planning. He emphasized that the Parks Department had not accepted any areas until a determination was made that the developer had complied with the plans. He acknowledged that he and Mr. Fahrenbruch have made the commitment to work with the residents toward a solution.

Chairperson Simms commented on the "amazing job" done by the Parks Department with the available resources. He compared Carson City's athletic complexes to other communities and expressed the opinion that the maintenance is second to none. He concurred with the need to identify additional funding sources.

With regard to Long Ranch Estates, Supervisor Bennett suggested that the homeowners may want to establish a special assessment district for maintenance of their neighborhood. She included the Silver Oak and Northridge subdivisions in her suggestion. Supervisor Plank pointed out that as the parks in these subdivisions are City parks and not exclusive to the neighborhoods, assessing the residents would be inequitable. Supervisor Livermore provided historical information on the Long Ranch development plan, and discussions regarding formation of a homeowners association at the time it was presented for approval to the Parks and Recreation Commission. Supervisor Bennett pointed out that the homeowners are directly benefitted by the neighborhood parks which enhance property values as a result of beautification of the area. She invited the Long Ranch Estates homeowners to consider a homeowners association or special assessment district to ensure their subdivision will be maintained to their standards.

Mayor Masayko solicited public comment.

(1-0728) - Nannette Moffett-Crow, a resident of Long Ranch Estates, displayed photographs of the subject areas. She expressed appreciation, on behalf of the residents, for the opportunity to address the problem. She provided historical information about the problem, and advised that Mr. Fahrenbruch had invited her to the Parks Department to review the developer's landscaping plans. She requested a neighborhood meeting at that time, and referred to a signature sheet contained in the agenda materials, together with

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letters from several residents, and copies of photographs which she reviewed. She discussed safety issues, fire hazards, declining property values, and the aesthetic nuisance.

Mayor Masayko pointed out that there appear to be two issues: the design for a park setting and the design for open space. He discussed the acceptance by the City of the first development phase, and the difference in subsequent phases. He asked the residents to be aware of the difference between the open space and the landscaped areas, and suggested that a meeting between City representatives and the residents be scheduled to discuss the perceptions and expectations. He pointed out that Long Ranch Estates was one of the first projects which had landscaping and open space designed into the subdivision by the developer. City staff has since learned from the experience. Mr. Berkich acknowledged that, together with Mr. Kastens and Mr. Fahrenbruch, a meeting would be scheduled with the Long Ranch Estates residents within the next two weeks to identify the issues and work toward a solution.

Mr. Fahrenbruch discussed the request for additional manpower which was submitted during last year's budget process and subsequently unfunded. He pointed out that with the two seasonal positions which will be assigned maintenance of the area, he is looking forward to seeing the area improved. Mr. Kastens described the location of the park and the open space in relation to phases two and four, and discussed changes made by the developer at the request of a phase four resident. City staff attempted to negotiate the same changes for the phase two residents; however, the developer was not willing to cooperate.

At the request of Supervisor Livermore, Ms. Moffett-Crow explained the wishes of the phase two residents, as follows: bark, shrubs and trees on the north end of Thames similar to that which is at the south end of Thames. This would provide continuity and a "manicured" look with less maintenance.

(1-1052) - Gary Reba, a resident of Long Ranch Estates, compared the subdivision to Silver Oak and discussed his understanding, at the time of purchasing his home, that the landscaping would be maintained. He disagreed with Supervisor Bennett's suggestion of a homeowners association because this was not a condition of purchase.

Supervisor Bennett clarified her suggestion for a special assessment district, and Mr. Reba expressed further disagreement because the subject was not raised when he purchased the home. He reiterated that he would be unwilling to begin paying an assessment now. Supervisor Livermore pointed out the need to identify funding and resources that are not already allocated to other City parks. He encouraged the residents to consider the entire park system.

(1-1231) - Guy Farmer, a resident of Long Ranch Estates, commended Mr. Kastens and Mr. Fahrenbruch on their cooperation with the residents. He expressed understanding for the challenges faced by the Parks Department with regard to budget issues, and appreciation for staff's attempts to identify funding sources to resolve the situation. He emphasized that the Long Ranch Estates residents are not asking for special treatment, and expressed further appreciation for Mr. Kastens and Mr. Fahrenbruch continuing to meet with the residents to resolve the situation. He expressed the opinion that the Supervisors need to hold the developer responsible for promises made, and disagreed with Supervisor Bennett in that the park is for use by all citizens not just the residents of Long Ranch Estates. He thanked the Board and staff for their efforts in resolving the issues.

(1-1293) - John Vettel, a resident of Long Ranch Estates and a real estate agent, advised that some of the prospective buyers he has taken through the area have commented on the weed problem. He believes that

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the problem does affect the property values in the area, and expressed appreciation for the efforts to resolve it.

(1-1309) - George Kirk, a resident of Long Ranch Estates, discussed his concerns over the fire/safety hazards posed by the weeds.

Mayor Masayko reiterated that within two weeks, staff will have contacted Ms. Moffett-Crow to schedule a meeting to identify the issues and resolve them. Supervisor Livermore requested that the Parks staff evaluate the Silver Oak, Hidden Meadows, and Northridge subdivisions to determine maintenance costs once these projects are turned over to the City. Mr. Fahrenbruch concurred and agreed to provide a 5-6 year projection.

Chairperson Simms advised that in his two and a half year tenure as a Parks and Recreation Commissioner, he has never heard of the problem expressed by the Long Ranch Estates residents. Mayor Masayko invited a commissioner to be in attendance at the meeting between City staff and the residents.

Supervisor Williamson commented that her experience with the Parks Department maintenance staff has always been excellent; that they have always been very responsive. She pointed out the legal constraints prohibiting staff from addressing areas over which the City has no control. She assured the citizens that the Board and staff will make the best effort to meet the needs of all the citizens in Carson City "regardless of their zip code."

QUALITY OF LIFE - PARKS CAPITAL (1-1496) - Mr. Kastens referred to the supplemental request to increase funding for the Centennial Park project, the Community Center stage project, and Mills Park. He reviewed the request justification, and explained that Centennial Park is in need of immediate improvements to mitigate the impact of the growing number of users. The proposal to increase funding was developed in conjunction with the Softball Association, and the funding will be allocated from the "Ending Fund Balance, Unreserved - Parks Capital" category. Discussion ensued with regard to the construction time frame for the gymnasium. In response to a question, Mr. Kastens advised that the open space account currently contains \$2.1 million. Board consensus was to allow augmentation of the capital items from the Quality of Life fund.

FACILITIES MAINTENANCE (1-1634) - Mr. Nair reviewed his supplemental requests, including salary upgrades for a Building Maintenance Worker and a Skilled Trades Technician. He explained that these employees have been with his division for a number of years and have continued to do an excellent job. In the past, he has been able to underfill positions which resulted in promotions being "built in." In recent years, however, positions have been funded just enough to fill them. His request for funding is for promotions which are "richly deserved" by these two employees. Mayor Masayko thanked Mr. Nair for presenting this request. Supervisor Bennett requested that the item be placed on the first cut list.

Mr. Nair reviewed supplemental request number 2, to increase the operating supplies line item by \$18,000. He advised that a majority of the expense associated with this request is for the Public Safety Complex, and explained that the use of chemicals and supplies has increased beyond what he was able to foresee. Clerk-Recorder Alan Glover has volunteered some funding to assist with this, and Mr. Nair advised that a revised figure would be submitted at a later date. Discussion ensued with regard to the reason that this item was not included as an operating cost in the regular budget, a cost accounting program for facilities maintenance, and the possibility of various departments including maintenance in their budgets. Mr.

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Kastens explained that there was a time when individual departments budgeted for facilities maintenance; however, the funding was repeatedly allocated to other areas. Therefore, the funding was consolidated back to facilities maintenance. Consensus of the Board was to defer a decision on this request until Mr. Glover makes a determination as to how much assistance he can provide.

Mr. Nair reviewed his third supplemental request, and discussed the need for additional manpower and materials. Mayor Masayko inquired as to the possibility of outside contracting, and Mr. Nair indicated his willingness to consider this option. He advised the Board that there are facilities which are presently maintained by outside contractors; however, the staff of these facilities have advised of their dissatisfaction with the service and requested that Mr. Nair resume the responsibility. He has had to deny the requests because of a lack of funding. Supervisor Plank commented on his experience with contract janitorial service, and expressed a concern over security for sensitive areas such as the Dispatch Center and the Juvenile Probation Annex. In response to a question, Mr. Berkich advised that separate budgets have not been developed for the Dispatch Center and the Juvenile Probation Annex because maintenance for these facilities is still included in the respective departmental budgets. Supervisor Livermore inquired as to utilizing alternative sentencing personnel to generate savings, and Mr. Nair discussed the disadvantages he has experienced in the past.

Supervisor Bennett commended Mr. Nair and his staff, and acknowledged the heavy workload carried by the Facilities Maintenance Division. She pointed out the dysfunctional camera behind the dais and the missing camera on the east wall of the Sierra Room, and requested these items be addressed. Mr. Kastens assured her that he would contact Mr. Swope of CAT-10 to attend to the matter.

Mayor Masayko requested that \$11,685.00 be placed on the first cut list for one-shot funding. He encouraged Mr. Nair to consider outside contractors because of the increasing costs of overhead and labor.

Chairperson Simms expressed appreciation for the opportunity to serve the community and the Board of Supervisors. He solicited questions and comments from the Board, either orally or in writing, as to how the Commission could better serve the community, and discussed the qualities of the current Commissioners. Mayor Masayko commented on the very important function of the Commission in handling the day-to-day, week-to-week contacts with Parks and Recreation staff, developers, the public, etc. He thanked the Commission for their service to the community and to the Supervisors. Supervisor Livermore expressed appreciation for the responsibility and dedication of the Commissioners. He discussed the need for continuity in meeting dates for the benefit of the public. Supervisor Plank commented that each of the Commissioners are, and each of their predecessors have been, very diligent, conscientious and dedicated individuals; that it has been a pleasure to serve with each of them.

PARKS AND RECREATION COMMISSION ADJOURNMENT (1-2197) - Vice Chairperson Martel moved to adjourn the Parks and Recreation Commission. Commissioner Wright seconded the motion. Motion carried unanimously.

The Minutes of the March 7, 2000 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of May, 2000.

JOHN SIMMS, Chairperson