

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 4, 2004 Meeting

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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, May 4, 2004 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

STAFF: Scott Fahrenbruch, Acting Parks and Recreation Director
Vern Krahn, Park Planner
Barbara Singer, Recreation Superintendent
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. Commissioners Curtis, Herst, and McKenna were absent. Commissioner Patton arrived at 5:35 p.m.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0016) - None.

1. ACTION ON APPROVAL OF MINUTES - March 16, 2004 and April 6, 2004 (1-0022) - Vice Chairperson DePauw moved to approve the minutes. Commissioner Hoffman seconded the motion. Motion carried 5-0.

2. CHANGES TO THE AGENDA (1-0028) - None.

3. AGENDA ITEMS:

3-A. DISCUSSION AND UPDATE ON "LATCH KEY" AND "SUMMER KAMP" PROGRAMS PROVIDED BY THE RECREATION DIVISION AND HOW THESE PROGRAMS ADDRESS PARTICIPANTS WITH SPECIAL NEEDS (1-0031) - Mr. Fahrenbruch introduced Ms. Singer and Mr. Keith, and provided background information on this item. Ms. Singer reviewed the staff report and referred to the most recent edition of *Discover Us* included in the agenda materials. Mr. Keith provided an overview of each of the Latch Key Programs listed in the staff report, including hours of operation, program sites, program elements, and enrollment levels. In response to a question, he advised that direct costs for staff and supplies are covered by fees for both the Latch Key and the Summer Kamp programs. The Latch Key Program does not pay utilities or rent at the program sites. In response to a

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further question, Mr. Keith provided enrollment information for the Latch Key Program over the last several years. Ms. Singer advised that the Morning Latch Key Program is limited by the amount of space available on the buses and at the school sites. Some of the school sites have waiting lists. Mr. Keith advised that, after conferring with school principals, janitorial staff, etc., a determination has been made that 50-55 children is a reasonable number to have in the school multi-purpose rooms. Seeliger, Fremont, and Fritsch Elementary Schools have maintained 50 children in the Latch Key Programs throughout the year. Each of these schools also have a waiting list. The other two school sites have stayed steady at 35-40 children throughout the year. In response to a question, Mr. Keith reviewed the Before and After School and Kinder Latch Key program schedules. He reviewed the hours of operation, program duration, program sites, age groups, enrollment, and daily schedule of the Summer Programs listed in the staff report. In response to a question, he provided an overview of the Summer Kamp weekly schedule outlined in the *Summer Kamp 2004* brochure which was distributed to the Commissioners and staff.

In response to a question, Mr. Keith advised that \$15,000 in scholarship funding is available for the Latch Key and Summer Kamp programs. Ms. Singer acknowledged that the \$15,000 is usually fully utilized. She discussed the availability of subsidy funding through Children's Cabinet of Northern Nevada, and advised that Recreation Division staff refers people in need of financial assistance to many different agencies. Mr. Keith acknowledged that additional scholarship funding is needed. In response to a further question, he advised that everything possible is done not to turn children away but that it probably happens occasionally. Ms. Singer advised that children seven years and older are also referred to the Boys and Girls Club. Vice Chairperson DePauw requested staff to agendize discussion with regard to identifying additional scholarship funding sources. Mr. Keith acknowledged that scholarship funding is not specifically advertised; that it is spent every year without having to advertise.

Commissioner Patton commended Recreation Division staff on making scholarship funding available. He expressed understanding for not advertising the limited funds, but expressed a concern regarding the available funding only being allocated to "people in the know." Ms. Singer reviewed the various agencies with which the Recreation Division works to ensure that children are included in the programs. Commissioner Patton suggested the possibility of the Commission soliciting funds for Recreation Division programs. Commissioner Livermore advised that the Board of Supervisors recently allocated \$295,000 to community support programs. He suggested that there are most likely not large numbers of children being turned away or left out of recreation programs, or Recreation Division staff would have requested additional scholarship funding. He advised that donations can be made to the Parks and Recreation Department Grants, Gifts, and Donations fund. Mr. Keith responded to questions regarding the cost per family of recreation programs. Commissioner Patton discussed possible ways to grow the scholarship fund, and offered to assist Recreation Division staff in doing so. In response to a question, Ms. Singer advised that the \$15,000 is allocated from the City's general fund.

Mr. Fahrenbruch expressed appreciation for Commissioner Patton's comments, and agreed that, in the interest of fairness, the scholarship funding should be advertised. He suggested that, if for no other reason, the need should be documented in order that staff has an idea of how much funding should be requested. In response to a question, Commissioner Livermore advised that Youth Sports Association ("YSA") scholarship funding is allocated on an as-needed basis and as requested. No one is turned away based on

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inability to pay. He provided an overview of the report given at the last YSA meeting on the allocation of scholarship funding. Mr. Keith explained the sliding scale basis upon which Recreation Division scholarship funding is allocated. This method provides assistance to families over a longer period of time throughout the year. Mr. Keith reiterated that there are other options available to parents in Carson City who can't afford Latch Key. He pointed out that children can participate in very good programs at the Boys and Girls Club for \$10 per year. He suggested that making Latch Key Programs available to every family in Carson City is "a whole different discussion."

Commissioner Patton suggested including language in the *Discover Us* publication advising of the limited availability of scholarship funding. Ms. Singer advised that the next edition of *Discover Us* is scheduled to be published in August; she will ensure that the advertisement is included. Commissioner Patton suggested that the community would most likely be supportive of a scholarship program. Mr. Fahrenbruch acknowledged that staff would attempt to identify the need and, if necessary, return to the Commission with a funding request to recommend to the Board of Supervisors. Ms. Singer advised of requests for swim lesson scholarships. Vice Chairperson DePauw commended the YSA on providing scholarship funding throughout the years. Chairperson Keeton requested Vice Chairperson DePauw and Commissioner Patton to work with Mr. Fahrenbruch to develop an agenda item.

Mr. Keith reviewed the program elements of the new summer Specialty Kamps, and Ms. Singer reviewed the Additional Summer Programs listed in the staff report. Mr. Keith reviewed the categories of special needs outlined in the staff report, and discussed associated policies. He acknowledged that the behavior policy includes a progressive discipline system, and advised that the children have a right to appeal through their parents, who also represent them. He further advised that he is currently addressing medical policies through the City's Risk Management Division, including various allergy issues, administration of medication by syringe, and admission of children with limited physical and cognitive abilities. He discussed staff limitations in light of the desire to accommodate children with special needs, and advised that he is looking into ways to remedy the situation. He is currently working with staff of the City of Reno Recreation Division to participate in an Americorps grant which would fund interns to assist recreation programs to be more inclusive to children with special needs. He discussed the training to be made available through the Americorps grant.

Ms. Singer advised that the general fund provides \$15,000 per year for the Movers and Doers Program which provides recreation for mentally and physically challenged people. She discussed the background and professional experience of the two volunteers who administer the program, Bonnie Dietrich and Kathy Walsh. Commissioner Patton thanked Ms. Singer and Mr. Keith for their presentation, and commended them on the recreation programs. Chairperson Keeton agreed with Commissioner Patton's comments and offered the Commission's assistance. Mr. Keith invited the Commissioners to participate in a site tour.

(1-0928) Amy Garland commended Mr. Keith on the recreation programs. She began working with Mr. Keith last year to enroll her daughter, who has a mild form of cerebral palsy, in the Latch Key Program. She discussed reasonable accommodations for children with special needs, and expressed a concern that most parents are not aware of these options. Mr. Keith acknowledged that a child who was not able to feed himself/herself could participate in a program if their parent was willing to come in and feed them at lunch.

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time. He advised that he is working with Andy Fernandez, of the City of Reno Recreation Division, to define reasonable accommodations. Ms. Garland advised that parents of children with special needs are usually more than willing to work together and offer suggestions to facilitate their child's care.

(1-0999) Maryanna Moyer commended the Recreation Division on their efforts to educate themselves with regard to supporting children with special needs. She discussed her experience working with children with special needs, and advised that she considers herself a community advocate. She suggested incorporating individualized education plans, developed through the school district, into recreation programs. She expressed an interest in extending recreation programs to high school age children.

Mr. Keith advised that behavioral problems are eventually addressed with a plan which is very similar to an individualized education plan. He clarified that he is supportive of one-on-one attention, but advised that it is not feasible with existing funding levels. He expressed appreciation for the comments, and reiterated that he is diligently working to become more educated. With regard to high school aged programming, Mr. Keith stated that he wants to do more. If the Recreation Division budget is approved, he will have another staff position through which additional programming can be scheduled. Mr. Keith acknowledged an interest in pursuing grant funding and advised that he hopes to utilize the City's grant coordinator to do so. Commissioner Livermore discussed the YSA's past attempts to facilitate high school age recreation programs. Chairperson Keeton thanked Mr. Keith and Ms. Singer for their presentation, and the citizens for their comments.

3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO APPROVE THE MEMORANDUM OF UNDERSTANDING CONCERNING THE LAKE TAHOE PATH SYSTEM (1-1135) - Mr. Krahn provided background information on development of the Question #1 Opportunities Map which was displayed in the meeting room. He discussed prioritization of the path system project, and commended Open Space Manager Juan Guzman and former Parks and Recreation Director Steve Kastens for pursuing this project and the Memorandum of Understanding ("MOU"). He reviewed the staff report and attached exhibits, and advised that the Board of Washoe County Commissioners approved the MOU at their April 27, 2004 meeting.

Mr. Krahn discussed the purpose of the MOU and provided a brief overview of the same. He advised of the possibility of tying into existing trail systems at Spooner State Park and in Incline Village. He noted that funding commitments are not part of the MOU. He referred to concerns expressed regarding coverage, the project time table, and a dual agenda on the part of Washoe County to utilize Question #1 funds to purchase the Ponderosa Ranch. He advised that Mr. Guzman has been assured by the Washoe County Parks and Recreation Director that this is not the case.

Mr. Fahrenbruch commented that the MOU is similar to that which was presented regarding the Capital to Capital Trail. He reiterated that there was no commitment of City funds at this time. He acknowledged that there may be operation and maintenance funding required in the future, but advised that these requests would be presented to the Commission and to the Board of Supervisors. He acknowledged that staff is willing to devote the time to explore details of the project with representatives of the other two counties.

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Mr. Krahn acknowledged that \$5 million in Question #1 funding was allocated to the Lake Tahoe Path System project. No determination has yet been made regarding how the \$5 million will be divided between participating counties, which is partly due to the fact that the route is still fairly nebulous. Commissioner Livermore noted that there are no residents or private properties within Carson City's portion of the path system. He expressed the hope that staff will protect Carson City's fair share of the \$5 million Question #1 allocation. He suggested looking into the possibility of T21 funding, and commented that completion of the V&T Trail would be more of a direct benefit to Carson City residents.

Commissioner Hoffman expressed support for the MOU and for the project in that there is a "huge need" for Carson City residents to have trail access. He expressed concerns with regard to Carson City's involvement to ensure that "we get our two cents worth in on the project." He referred to paragraph IV.A. of the MOU, and expressed concerns with regard to Washoe County being "responsible for the overall coordination" of the path system. He volunteered to assist staff in dealing with representatives of the other two counties. Commissioner Livermore clarified his earlier comments that he is supportive of the path system but not as a higher priority than completion of the V&T Trail. Mr. Krahn acknowledged that the path system would be closer to the Lake than the Tahoe Rim Trail. He further acknowledged that the Tahoe Regional Planning Agency ("TRPA") is aware of the path system project. He advised that the TRPA is a metropolitan planning organization and, as such, has master plans for bicycle facilities. MOU participants will have to work with TRPA representatives on the project, and Mr. Krahn advised of the possibility of match funding through the TRPA MPO.

Commissioner Hoffman advised that an existing fire access road takes care of approximately half the path system. He noted that the language of Question #1 indicates that the \$5 million "could be made available," and expressed support for moving forward with the project as soon as possible. In response to a question regarding U.S. Forest Service endorsement of the project, Mr. Krahn advised of having received an e-mail from Washoe County Parks and Recreation Director Karen Mullen, who is considering development of a multi-disciplinary and multi-jurisdictional team to work together on the project. In response to a question, Mr. Krahn advised that the three agencies within Carson City which will have to be involved are the U.S. Forest Service, Nevada State Parks, and the Nevada Department of Transportation.

Commissioner Hoffman commented that, of the three counties, Carson City will have the "easiest road to hoe." He suggested that connecting a few trails would provide access to Spooner Park. The only issues are public agencies; there are no private properties within Carson City's portion of the path system. Mr. Fahrenbruch commented on the benefit of Washoe County taking the lead in this project because it will be a huge undertaking, both geographically and jurisdictionally, to ensure the proper route. He advised that City staff will ensure participation in the process. Chairperson Keeton expressed appreciation for north/south trails and the hope that there will be plenty of east/west trails to intersect them. **Commissioner Hoffman moved to recommend to the Board of Supervisors to approve the Memorandum of Understanding concerning the Lake Tahoe Path System. Vice Chairperson DePauw seconded the motion. Motion carried 6-0.**

3-C. UPDATE ONLY ON THE PARKS AND RECREATION DEPARTMENT'S FINAL BUDGET FOR FISCAL YEAR 2004-05 (1-1670) - Mr. Fahrenbruch reviewed the staff report and the

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attachments included in the agenda materials. He apologized that the Recreation Coordinator position was inadvertently omitted from the Commission's budget presentation, and suggested that the omission was most likely due to the fact that the position had no fiscal impact. He advised that the position will assist Recreation Supervisor Scott Keith in managing the youth programs. He responded to questions regarding

the emulsion coating for the tennis court resurfacing project at Mills Park, and the Quality of Life graphic included in the agenda materials. He advised that the Parks and Recreation Department, as a whole, fared well in the budget process.

(1-1930) Mr. Fahrenbruch commented that this year's budget process was the best he has experienced since he began with the City in 1994. He noted that City Manager Linda Ritter's approach removed the politics from the budget process, thus removing a lot of pressure from the Board of Supervisors. He advised that City department heads and staff worked as a team to determine the most pressing needs in each department, and to present those needs to the Board of Supervisors. He commended Ms. Ritter for introducing the new budget process to the City, and expressed appreciation for the same. Commissioner Livermore acknowledged that the process was unique in that a \$50 million budget was presented to the Board of Supervisors and approved within a three-hour period. He expressed the hope that resources will be committed to the Board of Supervisors' goals and objectives next year. Chairperson Keeton noted the positive feedback he has received with regard to the budget process.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT PROJECTS (1-2013) - None.

STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-2017) - Mr. Krahn reported that he has been coordinating very closely with Principal Planner Lee Plemel, and that they expect to receive a revised draft scope of work from the consultants no later than Friday, May 7th. Tuesday, May 18th is being considered for a joint meeting between this Commission and the Planning Commission, and Mr. Krahn reviewed the tentative agenda. Mr. Krahn advised that Wednesday, May 26th and Tuesday, June 1st are also being considered for the joint meeting. He further advised that consideration has been given to expanding the parks and recreation scope of work to include the bicycle plans.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-2180) - Mr. Krahn reported that, with the approval of the Lake Tahoe Path System MOU, all four projects prioritized in the Question #1 Opportunities Map will have been addressed.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2205) - Mr. Fahrenbruch reviewed the following future agenda items: the RSVP lease agreement, the park ranger issue, and changing the

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Carson City Municipal Code to remove the minor position from the Commission membership. (1-2319) Mr. Krahn advised that he will be attending the May 10th meeting of the Carson City Advisory Board to Manage Wildlife to request their involvement in review of the U.S. Forest Service Landscape Analysis.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-1922) - In response to a question, Mr. Fahrenbruch advised that the Utilities Department is responsible for maintaining the grass around the wellhead on the corner of Bath and Pyrenees Streets. He will inform them that the grass appears to be dying. (1-2234) Commissioner Livermore advised that the Capital to Capital Trail MOU is agendized for the May 6th Board of Supervisors meeting. Vice Chairperson DePauw commended the Shade Tree Council and Parks staff on the successful Arbor Day Celebration. She advised of receiving complaints from a citizen regarding camping at Riverview Park, and conveyed a request that the Parks Department post signage that camping is prohibited. Chairperson Keeton advised of receiving a telephone call from Kent Lauer inquiring as to the status of Silver Oak Park. Mr. Fahrenbruch advised of having recently spent several hours a day working on Silver Oak Park. He has had several conversations with Mr. Lauer and is also communicating regularly with the City Manager. Vice Chairperson DePauw requested Mr. Fahrenbruch to contact her with regard to Silver Oak Park.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2310) - Previously covered.

5. ACTION ON ADJOURNMENT (1-2364) - Vice Chairperson DePauw moved to adjourn the meeting at 7:30 p.m. Commissioner Felesina seconded the motion. Motion carried 6-0.

The Minutes of the May 4, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 18th day of May, 2004.

THOMAS N. KEETON, Chair