

MINUTES

Washoe County Open Space and Regional Parks Commission January 7, 2014

Commissioner Sarah Chvilicek called the meeting to order at 2:31 p.m.

1. **Roll Call.**

Members present: Alan Sheakley, Nathan Daniel, Sarah Chvilicek, James Nadeau, Scott Pierson, Anne Buckley and Janet Davis. Ed Harney and Thomas Guinn had an excused absence.

Staff present: Eric Crump, Deputy District Attorney Leslie Admirand, Rosemarie Entsminger, Sue Burkhamer, Jennifer Budge, Al Rogers and Denise Evans.

2. **Public Comment**

Cathy Brandhorst said she wanted to let this Commissioner know that there have been lots of problems with the animals coming out of Circus Circus. They have been trained, not harsh, very gentle and you should not be shooting them down. If you do not want them in Circus Circus they will be taken out and put into barns where they are taken care of.

3. **Approval of the Agenda for the Open Space and Regional Parks Commission Meeting of November 5, 2013.**

Motion by Commissioner Buckley to approve the Agenda for the Open Space and Regional Parks Commission Meeting of November 5, 2013.

Commissioner requested moving item #7 to after 4.

Second by Commissioner Nadeau. Motion carried.

4. **Election of Open Space and Regional Park Commission Chairman and Vice-Chairman for a term through June 30, 2014.**

Commissioner Buckley nominated Commissioner Chvilicek as Chair and Commissioner Nadeau as Vice Chair. Second by Commissioner Davis. Motion carried.

7. **Presentation on status of pipeline project at Betsy Caughlin Donnelly Park.**

Eric Crump, Park Operations Superintendent gave a presentation.

5. **Presentation on “Park of the Month” featuring Bartley Ranch Regional Park’s “Come in from the Cold” program.**

Sue Burkhamer, Park Ranger I gave a presentation.

6. **Presentation on status on North Valleys Regional Park – Phase IV & V Projects.**

Eric Crump, Park Operations Superintendent gave a presentation.

In response to Commissioner Chvilicek regarding the timeline for cleaning up the piles of dirt on the new fields from the Splash Park construction, Mr. Crump said the contract has not been closed. There is a small list of items that would not prohibit opening the Splash Park but from closing the contracts. We are still holding on to retention and final payment until items the contractor is responsible for which includes cleaning of the field, are complete. We will not need to haul away the fill because it will be used in Phase V.

In response to Commissioner Chvilicek regarding turf recommendation responsibility, Mr. Crump said it is a combination of staff and contractor recommendations.

Commissioner Chvilicek added that the conduit is being put into place for lighting but Parks is not putting in lighting. If the ball leagues want lighting they are responsible for putting in lighting, pay power and maintenance.

Mr. Crump added that we will stub in for lighting as it is cheaper. Parks has a great relationship with youth and adult leagues that we work with and they usually bring in their equipment such as lights, concession stands etc.

In response to Commissioner Chvilicek regarding trails, Mr. Crump said they will be multi-use trails.

Commissioner Nadeau left at 3:00pm.

Public Comment:

Cathy Brandhorst said she is concerned about people carrying machine guns in the park. People are shooting down the birds because they don't have a way to the store to get meat. She is also concerned about the squirrels in the park and their organs being stolen.

8. Presentation and Orientation of Budget Process and priorities for Fiscal Year 2014-2015.

Rosemarie Entsminger, Fiscal Compliance Officer gave a general overview of the Parks budget.

- The County works on a fiscal year budget, July 1 through June 30
- The Comptroller's office is the official accounting function in the County
- There are multiple layers of the accounting function such as her position
- The Treasurer's office handles the monetary issues i.e. cash process, banking etc.
- The County has a digital financial system called SAP
- The budget is prepared and monitored on the Department level. Parks is in the process of reviewing the budget for the next fiscal year
- The Board of County Commissioners is the final approver of the budget which is then submitted to the State of Nevada
- The internal process includes formal and informal audits. Past audits are available on the County website
- Parks budget is split in multiple ways
 - The Rangers, Maintenance, Planning and Administration staff as well as services and supplies is funded under the General Fund
 - Washoe Golf Course is operated as an Enterprise Fund

- Funds are budgeted only for facility improvements, effluent water etc. Maintenance and proshop elements are not included in the budgets anymore
 - Bell-Men Golf operates the golf course through a Management Contract
 - The difference between Washoe and Sierra Sage operation is that Washoe County maintenance staff still maintains the Washoe course
 - Receives no General Fund support
 - Total Enterprise operating budget is approximately \$1.1 million
- May Museum is operated under a Restricted Fund
 - Funding that mainly supports this is provided by the Wilbur D May Foundation
- Parks Capital Fund is Residential Construction Tax and grants
- Capital Improvement Fund is a Countywide fund for Capital projects and infrastructure type projects
- The Operating Fund is where we have sustained the largest impact through the last budget cuts which has had an effect on the Capital budgets
- The General Fund is general government operations
 - Total operating budget is about \$3 million
- We begin budgeting with our base budget which is equal to the unadjusted budget of the previous year
- If we need to cut budgets we would take our reductions from the base budget
- An above base budget request is when we identify specific needs during the budgeting process that we do not normally have every fiscal year
- Capital outlay is the conglomerate of Regional Parks and Open Space's budget. It has multiple funding sources that are used to build new parks or for improvements etc.
- Parks Maintenance budget is approximately \$1.6 million and has not changed from the previous year
- As we move forward in the consolidation into Community Services Department (CSD) the main elements of the budget, ranger and maintenance operations, we do not foresee them melding together
- We are currently operating on budgets equivalent to the mid-1990s when we had significantly less acreage
- From 2008 to 2013 Parks sustained significant budget cuts. There is a list of what was cut and as the economy grows we will ask for above base budget based on this list
- The Park Planning budget was melded in with another division of the CSD
- The Bowers Pool was an addition to the operating budget this year
- For the first time in many years we do not have an Infrastructure Preservation budget
- We have begun internally reviewing and discussing needs and priorities for the next budget year
- Number one priority is seasonal employee needs
- Medium equipment needs is a concern with the last purchase in 2006

In response to Commissioner Buckley regarding financial trends stats, Ms. Entsminger said the spike is several of the grants that suddenly got reimbursed. The money is going out for a year or two and suddenly there is a spike when all that money is reimbursed to the County. The operating revenue has trended a little downward as expected through the economic recession. We experienced a drop-off of reservations which impacted the operating revenue. We are leveling off and expect in 2015 to start seeing the climb.

In response to Commissioner Buckley regarding who is responsible for the maintenance at Washoe Golf, Ms. Entsminger said there are four maintenance staff at the golf course who are County employees.

In response to Commissioner Buckley regarding revenue is down, will the County increase the budget for Washoe Golf, Ms. Entsminger said it is very difficult to know. The discussions she has had with her counterparts in the budget process is though things are easing up a little, it is not significant in a global sense when you look at the whole County and different needs. They are in the beginning of the budget preparations. Within the CSD we have a strong voice with Eric Crump and staff. We put forward a very good product for our citizens and feel confident that within the CSD framework we will be well represented with our above-base requests.

In response to Commissioner Daniel regarding an example of an above-base project for the 2014/15 budget, Ms. Entsminger said above-base requests/projects would be working off of our priorities list. These include restoring and increasing our seasonal budget, addressing the medium equipment fleet issues, tree and weed abatement programs and infrastructure preservation. These requests will be brought forward to the CSD Executive Team for review. They will look at all CSD above-base requests and determine which priorities will be requested.

In response to Commissioner Pierson regarding 2012/13 Capital Improvements budget looks to be well funded vs later years. Is there a lag time with the Residential Construction Tax (RCT) that affects this budget, Ms. Entsminger said this was attributed to Federal Stimulus grants. We received approximately \$4 million in stimulus for fire restoration projects. The spike is grant related and not RCT. We have an excellent and very experienced staff of Park Planners along with herself that are always looking for money. The grant cycles come in waves and you will always see spikes because of this.

In response to Commissioner Chvilicek regarding does this also include the Restricted Funds for North Valleys, Ms. Entsminger yes.

In response to Commissioner Chvilicek regarding is there an opportunity for one or two Park Commissioners to sit in on the budget meetings before it is brought to the Park Commission as a whole, Mr. Crump said he has seven meetings setup to meet with Rosemarie, rangers, maintenance, golf and May Center supervisors to review their budgets. Once he has compiled all the information from field staff and starts preparing the overall budget, he will bring Park Commissioners into the discussions.

9. Parks Reports

Eric Crump, Park Operations Superintendent highlighted reports.

Commissioner Buckley said that with the decrease in budgets it doesn't seem reasonable to allow the purchase of more land such as the property in Silver Lake. Commissioner Chvilicek said what that item is, is to do due diligence for future purchases.

Jennifer Budge, Park Planner gave the Planning Report.

Public Comment:

Bonnie Foard, Liaison for the Reno Women's Golf Board of Directors said as the liaison she reports back to them information she receives at this meeting concerning the County owned golf courses as well as any pertinent information. Ms. Foard shared her report from their November awards ceremony with the Commission. Information she shared included the number of acres Parks maintains, volunteers, graffiti as well as imploring them to get involved. She urged the necessity of a Truckee Meadows Parks Foundation that would stand ready to finance the luxuries of using and enjoying the miles of trails and acres of parks. Not only for current generations but future generations as well.

10. Commissioner's Comments.

Commissioner Chvilicek said she received an email from Commissioner Guinn who was unable to attend today. He would like a periodic update on the Pyramid Way/US 395 Connector Project.

11. Public Comment.

Cathy Brandhorst said kidnapping children is an ongoing problem. She went to Welfare and Obama Care is stealing \$60 out of her food stamps and kids are being kidnapped out of that office.

12. Adjournment

Motion by Commissioner Buckley to adjourn. Second by Commissioner Daniel. Motion carried.

Chairman Chvilicek adjourned the meeting at 4:08 p.m.

Respectfully Submitted,
Joanna Schultz