

**PARKS AND RECREATION COMMISSION  
STAFF REPORT**

**MEETING DATE:** November 4, 2015

**AGENDA ITEM NUMBER:** 3B

**APPLICANT:** Roger Moellendorf, Director of Parks & Recreation

**REQUEST:** **For possible action:** To recommend to the Board of Supervisors revisions to Carson City Municipal Code Chapter 2.16 Parks and Recreation Commission ordinance in Section 2.16.010 – Organization, Section 2.16.030 – Term of office, Section 2.16.040 – Meetings and officers – Legislative procedure – Removal of commissioners – No compensation and Section 2.16.045 – Removal for cause.

**GENERAL DISCUSSION:** Commissioner Lori Bagwell had requested that the CCMC 2.16 Parks and Recreation Commission be brought to the Commission to be updated and with recommended changes. Attached, as Exhibit A is a redline revision of the ordinance offered by staff for consideration by the Commission. The following is an explanation of the changes:

2.16.010 – Organization.

2. Staff is recommending that the commission consider reducing the number of commissioners from nine to seven. The reason for this recommendation is that the Parks and Recreation Commission is the only commission/committee/council that has nine members. Having nine members requires a special room set up. Seven members are able to use the dais and the same room set up as the other committees as well as the Board of Supervisors. Setting up and converting back the Sierra Room is time consuming and can be at times a hardship on the Community Center staff, which has experienced significant staff reductions since 2008. The other committees with seven members seem to operate effectively. Staff would recommend that two positions would not be filled in January if this change is approved by the commission and the Board of Supervisors. Four seats are up for re-appointment or appointment in 2016.

2.16.030 – Term of office.

1. Delete “except the term of the student shall be for one year.” The student commissioner was eliminated from the ordinance several years ago. This item was overlooked for deletion at that time. This is a house cleaning issue.

2.16.040 – Meetings and officers – Legislative procedure – Removal of commissioner – No compensation.

1. Delete Item one as staff is recommending holding meeting bi-monthly. This will necessitate re-numbering the other items in this section.

6. Change to Item 5. Delete “each month” and insert “bi-monthly.” Add “the bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October and December.” Staff feels that bi-monthly meetings are adequate to conduct commission business. The Parks and Recreation Commission is the only committee that the department works with that meets monthly. Eliminating January eliminates a meeting that may be close to the January 1<sup>st</sup> Holiday which can cause personal conflicts. Eliminating July accomplishes the same as eliminating January. The July meeting may land near the Fourth of July which can be a popular vacation time. Eliminating November removes a conflict with both election dates and the annual Sheriff’s Night Out program. Some commissioners in the past have requested that this meeting be moved because of the elections (especially in presidential elections),

because they want to attend the Sheriff's Night Out activities in Mills Park and because of the parking problems associated with this popular event.

Add new Item 6. This allows the commission Chair and the Parks and Recreation Director to either add or cancel meeting dates based on issues that need to be addressed. The department can continue to reserve the first Tuesday of the "off" months in case the commission needs a special meeting.

2.16.050 – Duties and responsibilities

3.d. Delete this item. The fair and recreation board doesn't exist. This necessitates re-lettering the other items.

**RECOMMENDED ACTION:** I move to recommend to the Board of Supervisors revisions to Carson City Municipal Code Chapter 2.16 Parks and Recreation Commission ordinance in Section 2.16.010 – Organization, Section 2.16.030 – Term of office, Section 2.16.040 – Meetings and officers – Legislative procedure – Removal of commissioners – No compensation and Section 2.16.045 – Removal for cause.

## Chapter 2.16 - CARSON CITY PARKS AND RECREATION COMMISSION

### Sections:

#### 2.16.010 - Organization.

1. There is hereby established pursuant to NRS 244.3071 et seq. a commission to be known as the Carson City parks and recreation commission.
2. This commission shall consist of ~~nine~~ seven members who shall be appointed by the board.
3. The commission shall be composed of one member who shall be a member of the Board of Supervisors, and one member who shall be a member of the Board of Trustees of the Carson City School District. The remaining members shall be qualified electors of Carson City and appointed, where possible, from a diverse cross-section of the community. That cross-section should consist of but not be limited to: service groups, professional parks or maintenance groups, adult sports groups, youth sports or service groups, environmental interest, and general public.

(Ord. 2005-17 § 1, 2005: Ord. 1991-56 § 1, 1991: Ord. 1981-45 § 1, 1981: Ord. 1974-10 § 1, 1974).

#### 2.16.020 - Membership requirements.

Members of the Carson City parks and recreation commission shall be qualified electors of Carson City.

(Ord. 1981-45 § 2, 1981).

#### 2.16.030 - Term of office.

1. All terms will be for four (4) years. ~~except the term of the student shall be for one year.~~
2. Members whose terms have expired shall continue to serve until their successors have been appointed.
3. Terms of office shall commence and end on January 1st.

(Ord. 1991-56 § 2, 1991: Ord. 1985-36 § 1, 1985: Ord. 1985-28 § 1, 1985).

#### 2.16.040 - Meetings and officers—Legislative procedure—Removal of commissioner—No compensation.

- ~~1. The commissioner shall schedule at least one regular meeting each month.~~
- ~~2.1.~~ The commission shall meet in regular session and shall elect from their members a chairman and a vice- chairman at the first regular meeting conducted each calendar year. Officers shall hold office for one calendar year or until their successors are named.
- ~~3.2.~~ The city shall provide a secretary for each and every meeting of the commission.
- ~~4.3.~~ The commission shall by recorded vote, adopt rules and regulations for governing procedure and shall adopt appropriate by-laws by which to be governed.
- ~~5.4.~~ A majority shall constitute a quorum.

- 6.5. The commission shall schedule at least one meeting ~~each month~~bi-monthly in regular session with the director of the park and recreation department or director's designated representative. The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October, and December.
6. The Chair and the Parks and Recreation Director together can cancel a meeting or schedule a special meeting as needed.
7. The commission members shall receive no compensation.

(Ord. 1991-56 § 3, 1991).

#### 2.16.045 - Removal for cause.

Upon recommendation of the park and recreation commission the board may remove for cause any commissioner for:

1. Dereliction of duty, or
2. Nonparticipating, or
3. Nonattending, or
4. For any other reason shown as just cause.

(Ord. 1991-56 § 4, 1991).

#### 2.16.050 - Duties and responsibilities.

1. The commission shall act in advisory capacity to the board.
2. The commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.
3. The commission shall:
  - a. Recommend policies on park and recreation services;
  - b. Advise on acquisition and development of park and recreation areas and facilities;
  - c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
  - ~~d. Aid and advise the fair and recreation board;~~
  - e.d. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
  - f.e. Review and make recommendations concerning the park and recreation department's capital budgets; and
  - g.f. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

(Ord. 2007-16 § 1, 2007: Ord. 2005-17 § 2, 2005: Ord. 1991-56 § 5, 1991).

#### 2.16.060 - Severability.

If any of the provisions of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not impair the other provisions of this chapter. To this end the provisions of this chapter are declared to be severable.

(Ord. 1991-56 § 6, 1991).