

**City of Carson City  
Agenda Report**

**Date Submitted:** November 19, 2015

**Agenda Date Requested:** December 3, 2015  
**Time Requested:** 5 minutes.

**To:** Mayor and Board of Supervisors

**From:** Parks and Recreation Department

**Subject Title: For Possible Action:** To introduce on first reading, revisions to Carson City Municipal Code Chapter 2.16 Parks and Recreation Commission, 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 2.16.050 – Duties and Responsibilities. (Roger Moellendorf, Parks and Recreation Director, Rmoellendorf@carson.org)

**Staff Summary:** During the November 4, 2015 Parks and Recreation Commission meeting the commission reviewed the existing CCMC Section 2.16 which is the enabling ordinance for the Parks and Recreation Commission. In order to improve efficiencies of both staff and the commission and to make the commission’s operations and policies more consistent with other advisory committees, the commission unanimously approved revisions to the following sections: Section 2.16.010 – reduce the number of commissioners from nine to seven; Section 2.16.030 – delete reference to student; Section 2.16.040 – delete subsection 1 which references scheduling at least one regular meeting each month and subsection 5 delete “each month” and replace with “bi-monthly,” and add “The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October and December;” Section 2.16.040 – add new subsection 6, “The Chair and the Parks and Recreation Director together can cancel a meeting or schedule a special meeting as needed;” and Section 2.16.050 – delete subsection 3.f. which references the fair and recreation board.

Also provided with this submission are additional changes recommended by the Carson City District Attorney’s Office. The recommendation is to supplement the proposed language in 2.16.040(5) to allow scheduling changes provided the public is noticed; and, a non-substantive grammatical change in 2.16.045(2)&(3).

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion         Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to introduce on first reading, 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 2.16.050 – Duties and Responsibilities.

**Explanation for Recommended Board Action:** The Parks and Recreation Commission is the only advisory board that works with the Parks and Recreation Department that has nine members and meets monthly. Nine members require a special setup of the Sierra Room. The setting up and converting back is a time consuming process for the limited staff at the Community Center. Changing meetings to bi-monthly will reduce considerable departmental staff time in the preparation, processing and posting of agendas and materials and will eliminate meeting conflicts for the commission with holidays and special occasions such as New Year’s Day, Fourth of July and election dates which commonly fall near or on

the commission meetings. Housekeeping changes include removing references to a student commissioner and the fair and recreation board. The requirement that one commissioner is to be a student was eliminated from the ordinance in the past, and the fair and recreation board no longer exists.

**Applicable Statute, Code, Policy, Rule or Regulation:** CCMC 2.16 Parks and Recreation Commission.

**Fiscal Impact:** N/A.

**Explanation of Impact:** N/A

**Funding Source:** N/A.

**Alternatives:** Reject the Ordinance.

**Supporting Material:** Redline version of Carson City Municipal Code 2.16 – Carson City Parks and Recreation Commission.

**Prepared By:** Roger Moellendorf

**Reviewed By:**  Date: 11/23/15  
(Department Head)

 Date: 11/23/15  
(City Manager)

 Date: 11/23/2015  
(District Attorney)

 Date: 11/23/15  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay

2: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

## **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 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.
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 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.
2. The city shall provide a secretary for each and every meeting of the commission.

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.
4. A majority shall constitute a quorum.
5. The commission shall schedule at least one meeting 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, unless notice is otherwise provided.
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. Nonparticipation, or
3. Nonattendance, 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. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
  - e. Review and make recommendations concerning the park and recreation department's capital budgets; and
  - 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).

## PROPOSED CHANGES TO CCMC CHAPTER 2.16

### (Recommended Changes of the Carson City District Attorney's Office)

EXPLANATION – Matter in *bolded italics* is new; matter stricken [~~omitted-material~~] is material to be omitted.

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  - ~~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.~~ *The commission shall schedule at least one meeting bi-monthly, in regular session* with the director of the park and recreation department or *the* director's designated representative. *The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October, and December, unless notice is otherwise provided.*
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  - ~~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
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