



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 2, 2020

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Parks and Recreation Commission each to fill a term set to expire January 1, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC 2.16.010 provides for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are two positions available. A reappointment request was received from Lee-ann Keever and a new application was received from Janice Caldwell.

Agenda Action: Formal Action / Motion **Time Requested:** 15 mins

Proposed Motion

I move to appoint Lee-ann Keever and Janice Caldwell to the Parks & Recreation Commission each to fill a term set to expire January 1, 2024.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 2.16.010; NRS 244.3076

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Open the position announcement for additional applicants.

Attachments:

[P&R Packet 01-02-20.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Board Details

The Parks and Recreation Commission regulate the use of City Parks and Recreation Facilities and protect the right of all Carson City Residents to enjoy the parks system and recreation services.

Overview

Size 7 Seats

Term Length 4 Years

Term Limit N/A

Additional

Meetings

•5:30 p.m. •Meets on the first Tuesday of every month •Community Center, Sierra Room 851 East William Street, Carson City, Nevada

Powers & Duties

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. 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. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes; f. Review and make recommendations concerning the park and recreation department's capital budgets; and g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

Additional Information

[CCMC_2.16.pdf](#)



Carson City, NV

Parks and Recreation Commission

Board Roster



Lori Bagwell

2nd Term Jan 01, 2016 - Dec 31, 2019

Appointing Authority Board of Supervisors

Position Board of Supervisors



Joe Cacioppo

1st Term Jan 31, 2013 - Dec 31, 2023

Appointing Authority School Board

Position School Board Appointed



Lea Cartwright

1st Term Jul 19, 2018 - Jan 31, 2022



Lee-ann Kever

2nd Term Oct 04, 2012 - Jan 01, 2020

Appointing Authority Board of Supervisors



Brett Long

2nd Term Jan 05, 2012 - Jan 01, 2020

Appointing Authority Board of Supervisors



Kurt L Meyer

1st Term Jul 19, 2018 - Jan 31, 2022



Dave Whitefield

1st Term Jan 17, 2019 - Jan 31, 2022

Profile

Lee-ann

First Name

Keever

Last Name

leeannkeever@gmail.com

Email Address

732 Sean Dr

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (775) 297-3972

Primary Phone

Mobile: (775) 240-1424

Alternate Phone

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

The members of the Carson City Parks and Recreation Commission are a positive group of people who work well together to enhance the quality of life for our community. I enjoy working with the Commissioners, members of the community and the staff of the Parks Department as we provide recreational opportunities for all the residents of Carson City. Being re-appointed to the Commission would allow me to continue working for the community and see to completion the projects started during my tenure.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Transportation Resource Advisory Forum for Carson City (TRAFFC)

Question applies to multiple boards

Term expiration:

12/31/2019

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

N/A

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I previously served on the Shade Tree Council and currently serve on TRAFFC and the Parks and Recreation Commission. This positions have afforded me with the experience and institutional knowledge that will benefit both the Commission and the residents of Carson City. As a native of Carson City, I have an interest in ensuring the Carson City grows toward the future while remembering the past.

List the community organizations in which you have participated and describe participation:

Chair, Carson City Shade Tree Council – I worked with the members and staff to educate the area’s arborists, this included planning and facilitating yearly workshops. I worked with staff to develop agendas for Council meetings, which I chaired. I planned and facilitated the annual Arbor Day Celebration, including site location, publicity and inviting featured guests. Chair, Carson City Parks and Recreation Commission – I work with the Commission members, staff and community representatives to ensure recreational opportunities are available to all of Carson City’s residents. I work with staff on the agendas for the meetings. I represent the Commission before other boards and commissions. Member, Transportation Resource Advisory Forum for Carson City (TRAFFC). I attend and actively participate in all TRAFFC meetings. I have been a member since the Forum was created approximately four years ago. Chair, DMV Safety Committee – In addition to planning, scheduling and facilitating the committee meetings, I am responsible for providing the training tools to the members of the committee and the White Hats (safety officers). I work with local public safety officials to ensure that the committee’s policies do not conflict with current statutes and that the policies provide the safest environment for DMV employees and customers. I also serve as a White Hat and am responsible for the quarterly safety inspections and the safe evacuation of my division during an emergency evacuation.

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City’s Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

<u>Janice</u> First Name	<u>M</u> Middle Initial	<u>Caldwell</u> Last Name
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janice.caldwell@att.net
Email Address

<u>4700 Fox Creek Rd</u> Street Address	<u></u> Suite or Apt
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<u>Carson City</u> City	<u>NV</u> State	<u>89703</u> Postal Code
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<u>Home: (775) 882-1053</u> Primary Phone	<u>Mobile: (775) 720-1992</u> Alternate Phone
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Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I am an avid tennis player on all the city courts. I also enjoy hiking on our city trails.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Doctorate in Public Health Administration from the University of North Carolina School of Public Health

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am a retired Federal Employee since 2012. I served in several high managerial positions in the Center for Medicare and Medicaid Services for over 20 years.

List the community organizations in which you have participated and describe participation:

I am a member of the Friends of the NV State Museum and a volunteer docent. I enjoy taking the science programs to our local elementary schools for their after school programs. I am a certified SHIP volunteer and counsel at the Carson Senior Center on Medicare issues.

List your affiliation with professional or technical societies: *if required for the position.

I quit all this since retirement. I am a member of the U.S. Tennis Association.

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

COUNTY PARK AND RECREATION COMMISSIONS

NRS 244.3071 Definitions. As used in NRS 244.3071 to 244.30792, inclusive, unless the context requires otherwise:

1. "Board" means the board of county commissioners and includes the Board of Supervisors of Carson City.
 2. "Commission" means the county park and recreation commission.
 3. "Commissioner" means a member of the commission.
 4. "Facilities" means any recreational, cultural or park property authorized by NRS 244.3071 to 244.30792, inclusive.
- (Added to NRS by 1965, 535; A 1969, 321; 1991, 397)

NRS 244.3072 Power of county to create. In addition to the powers elsewhere conferred upon counties, any county, regardless of population, may create a county park and recreation commission in conformity with the procedure prescribed by NRS 244.3073 to 244.30792, inclusive.

(Added to NRS by 1965, 536)

NRS 244.3073 Petition for creation of commission; study of feasibility; approval by appropriate state agency.

1. Upon the petition of 5 percent or more of the registered voters of a county expressing a desire or interest in the creation of a county park and recreation commission, the board is authorized to conduct a recreation feasibility study which will meet the planning criteria set forth by the Bureau of Outdoor Recreation, the National Recreation Association or any other nationally recognized recreation authority.

2. Any study which shows a need for, and the feasibility of, a county park and recreation commission must be submitted to the Division of State Parks of the State Department of Conservation and Natural Resources or any other appropriate state agency. Acceptance and approval of the study by the Division of State Parks or other appropriate state agency empowers and authorizes the board to organize by ordinance a county park and recreation commission for the express purpose of planning, acquiring, developing, operating and maintaining recreational and cultural facilities and programs.

(Added to NRS by 1965, 536; A 1991, 397)

NRS 244.3074 Organizational ordinance: Contents. The organizational ordinance shall state:

1. That the ordinance thereby creates a county park and recreation commission;
 2. The name of the commission;
 3. The number of commissioners to be appointed;
 4. The powers to be exercised by the commission;
 5. That the facilities to be acquired, if any, are those therein designated;
 6. That the facilities previously acquired or to be acquired under or pursuant to NRS 244.3071 to 244.30792, inclusive, or any other law by the board on behalf of the county, jurisdiction over and responsibility for which facilities are to be assumed subsequently by the commission, are those therein designated;
 7. The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county;
- and

8. The names of the appointed commissioners who shall serve on the first county park and recreation commission.

(Added to NRS by 1965, 536)

NRS 244.3075 Supplementation of organizational ordinance.

1. Any organizational ordinance may be supplemented after its adoption from time to time by the board by an ordinance stating:

- (a) Additional powers to be exercised by the commission;
- (b) That the additional facilities, if any, to be acquired are those therein designated;
- (c) That the additional facilities of the county, jurisdiction over and responsibility for which are to be assumed by the commission, are those therein designated; and
- (d) The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county.

2. Any supplemental ordinance may diminish any powers which the commission is authorized to exercise or may take from the commission jurisdiction over and responsibility for any facilities of the county which have been previously granted to the commission.

(Added to NRS by 1965, 536)

NRS 244.3076 Number, qualifications and appointment of members. The commission shall be:

1. Appointed by the board.
2. Composed of not less than five nor more than nine members, one of whom shall be a member of the board and one of whom shall be a member of the board of trustees of the county school district. The remaining members shall be qualified electors of the county.

(Added to NRS by 1965, 537)

NRS 244.3077 Commissioners: Terms; vacancies; compensation and expenses.

1. The terms of office of the commissioners shall be set so that there is never a termination of the terms of all members at one time and of the first commissioners appointed, one or more shall hold office for 1 year, one or more for 2 years, one or more for 3 years, and two or more for 4 years. Thereafter all commissioners shall be appointed for terms of 4 years.

2. Commissioners shall hold office until their successors are appointed and qualified.

3. Any vacancy in the office of commissioner shall be filled for the unexpired term in the same manner as original appointments.

4. Commissioners shall serve without compensation but shall be entitled to the same travel expenses and subsistence allowances as county officers.

(Added to NRS by 1965, 537)

NRS 244.3078 Oath of office; no bond required. Within 10 days after their appointment, commissioners shall qualify by taking the oath of office. No bond shall be required of them.

(Added to NRS by 1965, 537)

NRS 244.3079 Election of officers; treasurer; seal.

1. Within 10 days after their appointment, the commissioners shall organize as the commission by the election of one of their number as chair, one as secretary, and by the election of such other officers as they may deem necessary. Annually during January the commission shall reorganize by the election of new officers.

2. The county treasurer of the county shall be the treasurer of the commission. The treasurer shall receive and pay out all the moneys of the county under the control of the commission, as ordered by it, but shall receive no compensation for any such additional duties.

3. The commission shall adopt a seal.

(Added to NRS by 1965, 537)

NRS 244.30791 Meetings; records; quorum.

1. The commission shall hold at least four meetings each year and shall keep a complete record of all its transactions.

2. A majority of the commissioners shall constitute a quorum for the transaction of business.

3. Any resolution, motion or other action shall be adopted or ordered taken by a majority of the commissioners forming a quorum.

(Added to NRS by 1965, 537)

NRS 244.30792 Powers and duties. The commission may have the following powers and duties as determined by the board and as set forth by the board in the organizational ordinance:

1. To determine policy in regard to recreational, cultural and park facilities.

2. To promulgate regulations governing the use of such facilities.

3. To prepare plans for additional recreational, cultural and park facilities and the development of existing facilities.

4. To operate and maintain existing facilities.

5. To fix, and from time to time increase or decrease, rates, tolls and charges for services and the use or availability of facilities.

6. To employ technical and clerical staff.

7. To prepare and submit annual budgets to the board.

8. To purchase or lease land subject to the statutes governing purchases and leases of land by the board.

9. To acquire by gift, bequest or devise any personal property, or any real property within the county, for recreational, cultural or park facilities.

10. To administer any trusts declared for recreational, cultural and park facilities in the county.

11. To enter into contracts for the construction and development of recreational, cultural and park facilities.

12. To expend all money collected to the credit of facilities under the control of the commission, but all money received for such facilities must be deposited in the county treasury to the credit of the commission and paid out only upon warrants drawn by the commission upon properly authenticated vouchers of the commission after approval of the same by the county auditor.

13. To perform such additional duties for park, recreational and cultural programs as may be delegated by the board.

(Added to NRS by 1965, 537; A 1991, 397)

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 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.
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).