



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 20, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of three members to the Carson City Parks and Recreation Commission, each for a four-year term ending on January 1, 2026. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Chapter 2.16 of the Carson City Municipal Code ("CCMC") provides for a Parks and Recreation Commission consisting of seven members appointed by the Board of Supervisors. There are three positions available. Reappointment requests were submitted by Lea Case, Kurt Meyer and Dave Whitefield. A new application was submitted by George Butler.

Agenda Action: Formal Action / Motion **Time Requested:** 30 mins

Proposed Motion

I move to appoint _____, _____, and _____, each for a four-year term ending on January 1, 2026.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

NRS 244.3076; CCMC 2.16.010

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Reopen position announcement for additional applicants.

Attachments:

[PRC Packet 1-20-22.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 other month •Community Center, Robert "Bob" Crowell Board 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

[PRC Bylaws FINAL - BOS APPROVED 10.17.19 formatted .pdf](#)

[CCMC 2.16.pdf](#)



Carson City, NV

Parks and Recreation Commission

Board Roster



Janice M Caldwell

1st Term Jan 02, 2020 - Jan 01, 2024



Lea Case

1st Term Jul 19, 2018 - Jan 01, 2022

Office/Role Vice Chair



Lee-ann Keever

3rd Term Oct 04, 2012 - Jan 01, 2024



Kurt L Meyer

1st Term Jul 19, 2018 - Jan 01, 2022

Office/Role Chair



Lisa Schuette

1st Term Jan 07, 2021 - Jan 01, 2024

Position Board of Supervisors



Dave Whitefield

1st Term Jan 17, 2019 - Jan 01, 2022



Stacie Wilke-mcculloch

1st Term Jan 21, 2020 - Jan 01, 2023

No Recruitment

Appointing Authority School Board

Position School Board Appointed

Profile

Lea

First Name

Case

Last Name

leacartwright@gmail.com

Email Address

2835 Carmine Street

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (775) 835-2570

Primary Phone

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 of this Board/Committee/Commission?

I think my first answer still applies. I'm finally starting to feel like I understand things a bit so I'd like to continue to learn and give input. 2018 answer: As Carson City continues to grow and expand, I would like to be part of the Parks and Recreation Commission to ensure that open spaces and recreation areas are available to all residents, current and future. Parks are what allow a community to thrive. Children can explore and develop their passions for the outdoors if we have areas that are safe and fun. Maintaining trails, bike paths, and open areas is vital to attracting professionals who are looking for a place to live, work and play. The harmonious development of parks and recreation areas will allow economic growth that benefits everyone while continuing the small town tradition of community fairs, markets, and outdoor meetups. I am also a personal user of the parks and trails around the city and can provide that perspective.

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

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:

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

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

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

Dave

First Name

Whitefield

Last Name

dave.whitefield@gmail.com

Email Address

2751 Manhattan Dr

Street Address

Suite or Apt

CARSON CITY

City

NV

State

89703

Postal Code

Mobile: (775) 450-2304

Primary Phone

Home: (775) 882-8932

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 of this Board/Committee/Commission?

I have enjoyed serving on this Commission. I have been fortunate to serve with excellent Commissioners, all of whom have helped me navigate my first term successfully. I have also enjoyed the opportunity to meet and get to know many of the Parks and Recreation staff members. The Parks and Recreation Department does so much to improve the quality of life for all of our residents. While I have achieved some of the goals I had when I joined to the Commission in January 2019, I have some additional goals in mind if I were appointed to a second term.

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:

01/01/2022

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

College, Professional, Vocational or Other Schools attended:

University of Nebraska, Lincoln

Major Subject:

Mechanical Engineering

Degree Conferred:

Bachelor of Science in Mechanical Engineering (BSME)

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

As a senior citizen, I am interested in promoting healthy activities for all citizens of Carson City and the surrounding areas. I understand the importance of providing a variety of facilities for people of all ages to engage in physical activities, providing for a healthier and happier community. I am actively participating in several organizations with similar goals, as described below. My background and education are commensurate with the assessment, evaluation and promotion of these goals. I believe I have made positive contributions to the Commission and the City's recreational developments, and would be honored by the opportunity to continue to serve on the Commission.

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

I am a volunteer Ambassador for USA Pickleball (USAP), Carson City, in the USAP Mountain Region. My wife has recently also been appointed a USA Pickleball for Carson City. I am an active member of the Truckee Meadows Pickleball Club (TMPC). I am participating with the TMPC and Mountain Region Ambassadors of the USA Pickleball in the promotion of the sport, with an emphasis on growing participation and developing new dedicated facilities for pickleball. Over the past several years, my wife and I worked with the Commission and the Parks Director and staff to convert two of the previously unusable tennis courts at Mills Park into eight dedicated pickleball courts, with permanent nets. We organized a group of local player volunteers to raise approximately \$20,000 to pay for materials for the conversion project. We led a group of around 30 volunteers in providing over 700 volunteer hours to execute the project. This new facility is now available to the public, free of charge, and continues to see many hours of use. We have continued to raise funds and supply volunteer labor for the continued maintenance of the facility. If appointed to a second term, I would like to be involved in the Mills Park Master Plan Revision, which I envision including a new splash park adjacent to the Aquatics Center, and a new pickleball complex that would provide recreation opportunities for our residents, while also presenting the opportunity to hold major tournaments, drawing hundreds of visitors from around our region to our great City. I am also participating in an effort to bring additional facilities for another popular sport to Carson City, which would also bring in many tourists and tourist dollars.

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

Lifetime Member, American Society of Mechanical Engineers Registered Professional Engineer (Mechanical), State of Arizona (28 years)

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 *

C. David (Dave) Whitefield received a Bachelor of Science degree in Mechanical Engineering (BSME) from the University of Nebraska, Lincoln, Nebraska in 1971. He has worked as a project engineer for a large diversified energy company, and as a field engineer specializing in high-speed rotating machinery diagnostics. Before retiring as a Principal Engineer from GE in December, 2012, he worked in new technologies and product development engineering roles for Bently Nevada Corporation and the Measurement & Control Solutions division of GE in Minden, Nevada. Dave is a lifetime member of the American Society of Mechanical Engineers (ASME), and is a Registered Professional Engineer in the state of Arizona. He has been awarded six U.S. Patents. Dave currently resides in Carson City, Nevada.



Profile

<u>Kurt</u>	<u>L</u>	<u>Meyer</u>
First Name	Middle Initial	Last Name

kurtmeyer1966@gmail.com
Email Address

<u>400 North Richmond AV</u>	<u></u>
Street Address	Suite or Apt

<u>Carson City</u>	<u>NV</u>	<u>89703</u>
City	State	Postal Code

<u>Mobile: (775) 350-0359</u>	<u></u>
Primary Phone	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 of this Board/Committee/Commission?

I am currently on this Commission and I would like to continue my commitment. I am excited about several upcoming projects.

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:

Parks and Recreation

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

College, Professional, Vocational or Other Schools attended:

TMCC UNR WNC

Major Subject:

General Studies Art

Degree Conferred:

WNC, Associate of Arts

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

I have leadership skills and very good communication skills. I have over 40 years of exsperence in Parks and Recreation. I have served on this commission for the last 4 years. Respectfully, Kurt Meyer

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

Boys and Girls Club Board of Directors, Western Nevada, 6years Carson City Youth Sports Association, 11 years Laxalt Building Clock and Carillon Committee, 8 years Carson City Little League Board of Directors, 11 years Bethlehem Lutheran Church and School, School Board Chairman,10 years

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

George

First Name

Butler

Last Name

gfb3rd@pacific.net

Email Address

25 Manzanita Terrace

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (760) 382-5229

Primary Phone

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 of this Board/Committee/Commission?

Public recreational facilities, at all levels of development, have been a lifelong interest of mine.

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

College, Professional, Vocational or Other Schools attended:

High School: 1966 Evergreen State U.: 1967-1970 U. of Washington: 1970-1972

Major Subject:

Engineering

Degree Conferred:

BS & MS

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

Over forty years experience in the planning, designing and constructing recreational facilities.

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

None Relevant

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

None Relevant

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 *

George Butler
PO Box 10002
Reno, NV 89510
Cell: 760 382 5229
eMail: gfb3rd@pacific.net

This is an abbreviated version of a resume used in 2017 for contract work mentioned below.

Education

Nathan Hale High School; Seattle, Washington

University of Washington; Seattle, Washington.

Work Experience

1972-78

BEDCO Inc.

I worked at all levels of engineering and construction. The company specialized in designing and building material handling facilities. During this time, BEDCO also designed and built pre-engineered timber and metal buildings, access roads, and parking lots for various private companies and county and state agencies. By 1973, I was designing and supervising construction on medium sized projects in Washington and Idaho.

1978-2004

BCS Co. PO Box 413, Kernville, CA 93238

From 1979 through 1984, I traveled and worked throughout North and South America, Europe, and Africa. I provided design and construction management and supervision services to companies and local, national, and international groups and agencies. Projects involved bulk storage facilities and water and fuel storage facilities. In 1983, I began working on industrial and government design projects in the U.S. I have provided field inspection and design phase consultations to US Forest Service and the California Departments of Fish and Game, Water Resources, State Parks, and Dept. of Transportation. In 2001-2003, I consulted with several companies in the preparation of bids and technical proposals on a variety of projects for federal agencies including National Park Service, US Forest Service, and Bureau of Reclamation.

2004

First Retirement

2005-2014

Plumas National Forest, Project Engineer. Timber sale road projects, public works design, contract prep, and admin. Including work on recreation sites, trails, campgrounds, roads, pipelines, watershed and fisheries projects, ERFO, and water systems.

2014

Second Retirement

2014-Present

Seasonal work for Forest Service on post-fire remediation (BAER) efforts.
Contractor's Project Management for the Tahoe – Pyramid Bikeway (Trail)

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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

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)

CARSON CITY PARKS & RECREATION COMMISSION BYLAWS

MISSION STATEMENT

The Parks and Recreation Commission plays a vital role in guiding Carson City's efforts to provide parks and recreation facilities, programs, and services that will ensure and improve the quality of life for our residents and visitors. The Commission will accomplish this by using its collective talents, knowledge, and experience in a beneficial manner by working closely with City staff and the public and offering recommendations and advice to the Board of Supervisors.

1. MEETINGS:

It is the intent of the Parks and Recreation Commission to meet quarterly (February, April, August, and October) on the first Tuesday of those months. However, the Chair and the Parks and Recreation Director together can decide to cancel a meeting if there is a lack of sufficient topics and agenda items in their opinions to warrant it.

Regular meetings may also be rescheduled in advance by a majority of Commissioners at any regular meeting. If the meeting date is a legal holiday or falls on an election day, the meeting may be rescheduled for another date in the same month if possible; the time will be designated by the Commission. All meetings, whether regular or special, shall be made public. A majority of members shall constitute a quorum for the transaction of business. Joint meetings with the Open Space Advisory Board shall be held twice annually, should there be sufficient topics and agenda items pertaining to both boards.

2. SPECIAL MEETINGS:

Special meetings may be called at any time by the Chair, or by a quorum of the Commission. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting. Non-decision making workshops may be called by the Chair or quorum of the Commission.

3. NOTICE OF MEETINGS:

Notices shall conform with the Nevada Open Meeting Law, N.R.S. Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in three locations.

4. OFFICERS:

At the first regular meeting of each calendar year, the Commission shall elect a Chair and Vice Chair for that year. In the absence of the Chair and Vice Chair, the quorum present shall appoint a Chair pro tempore by majority vote.

The City shall provide an individual for each and every meeting of the Commission to act as a recorder, vote counter, and to take roll.

The terms of office for the officers shall be one year, but any officer may be removed from office by a majority vote of the Commission. Any officer may resign his or her elected office at any time, with or without approval from the Commission. Except in circumstances where an officer is removed from the Commission for cause, an officer who is removed or resigns from an elected office may still remain on the Commission for the duration of his or her appointment as a Commissioner.

When an officer resigns his or her elected office, he or she shall communicate such resignation to the Commission. The Commission shall elect a new officer no later than the first regular meeting after an officer has been removed or has resigned from an elected office. The Commission may appoint an officer pro tempore to act during any interim period occurring after the removal or resignation of an officer and before any subsequent election of a new officer.

5. DUTIES OF CHAIR:

- a. The Chair shall be responsible for the conduct of all Parks and Recreation Commission meetings.
- b. The Chair shall confer with the Director of Parks and Recreation, or his designee, who places matters on the agenda.
- c. In the absence of the Chair, these duties shall be assumed by the Vice Chair, then the Chair pro tempore.

6. RESIGNATION:

Any Commissioner may resign at any time by sending written notice of such resignation to the Parks and Recreation Director.

7. POWERS OF THE COMMISSION:

The Commission shall have power as follows:

- a. Those powers written in the City Ordinance adopting this Commission.
- b. To organize and dissolve subcommittees of the Parks and Recreation Commission.
- c. To cooperate with other government agencies and civic groups in the advancement of sound parks and recreation planning.
- d. Any member of the Commission may request that items be scheduled for a Commission meeting.

8. AMENDMENT:

An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and require an affirmative vote of 2/3rds of the total Commission membership in order to pass.

9. ATTENDANCE:

Regular attendance at meetings shall be expected of all members. In any calendar year, Commissioners shall attend a minimum of seventy-five percent (75%) of the scheduled regular Parks and Recreation Commission meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.

- a. Approval for excused absence may be granted to any member by a majority vote of the Commission. Should an absence be excused by the Commission for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
- b. Should a Commissioner miss a meeting for other reasons, the Commission may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Commission is based on the Commissioner's overall attendance record.

10. QUORUM:

- a. A quorum shall be a majority of the members of the Commission pursuant to N.R.S 244.30791.
- b. To be considered an approval motion, a vote of a simple majority of the Commission present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that five (5) Commissioners vote aye on the motion.

11. CONDUCT OF THE MEETINGS:

- a. Commissioners shall attend the meetings in appropriate attire to represent the image and authority of the Parks and Recreation Commission.
- b. Commissioners shall arrive in a timely manner prior to the opening gavel.
- c. There shall be no smoking or consumption of alcoholic beverages in the Commission chambers during the Commission meeting.
- d. Commission meetings shall not take place without a representative of the Parks and Recreation Department present.
- e. It shall be the policy of the Commission that a representative of the District Attorney shall be present if the Chair or a Commissioner in consultation with the Chair and Parks and

Recreation Director so request. Staff will always have the right to request District Attorney representation.

12. REPORTS AND MEETING PACKETS:

- a. The Director of the Park and Recreation Department shall cause to be prepared reports of the Parks and Recreation staff or Parks and Recreation Commissioner for each item for which a public hearing is scheduled.
- b. Each staff report shall be in the form and style as determined by the Director. At a minimum, the report shall recommend to the Commission the necessary findings required to consider an action on a project; recommend language for a motion supporting the proposed action; and recommend conditions to ensure conformance of the proposed project with City policy and regulations.
- c. The Director may present reports either orally or with written background materials for any other topics that are not scheduled as public hearings before the Commission. Such items shall be identified on the meeting agenda.

13. PARLIAMENTARY AUTHORITY:

Roberts Rules of Order shall apply at any time that a matter under consideration is not covered by these bylaws.