

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
PARKS AND RECREATION COMMISSION**

Day: Tuesday
Date: February 7, 2023
Time: Beginning at 5:30 pm
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Parks and Recreation Commission meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: parkspubliccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. Call to Order – Parks and Recreation Commission

2. Roll Call & Determination of Quorum

3. Public Comments ** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Parks and Recreation Commission.

4. For Possible Action: Approval of Minutes – Joint Parks and Recreation Commission and Open Space Advisory Committee meeting of 12/6/2022; Parks and Recreation Commission and Open Space Advisory Committee Special Workshop of 12/16/2022.

5. Meeting Items:

5.A For Discussion Only: Discussion and presentation only regarding acknowledgement of outgoing Carson City School Board Appointee and Parks and Recreation Commissioner Stacie Wilkie-Mcculloch and introduction of new Commissioner Molly Walt. (*Jennifer Budge, jbudge@carson.org*)

Staff Summary: Acknowledgement of outgoing and new Commissioners.

5.B For Discussion Only: Discussion and possible action regarding the election of a Chair and Vice Chair of the Parks and Recreation Commission for the 2023 calendar year. (*Jennifer Budge, jbudge@carson.org*).

Staff Summary: The Parks and Recreation Commission Bylaws require that, during the first meeting of the year, the Commission elect a Chair and Vice Chair for that calendar year.

5.C For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding the draft Master Plan update for Mills Park. (*Nick Wentworth, nwentworth@carson.org*)

Staff Summary: This item is intended for the Commission and public to review the draft plan, provide feedback, and consideration of a possible recommendation to the Board of Supervisors.

5.D For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors on the Fiscal Year (“FY”) 2023-2024 Departmental budget request and funding priorities for the Parks, Recreation and Open Space Department. (*Jennifer Budge, jbudge@carson.org*)

Staff Summary This item is intended to review and obtain guidance from the Commission regarding the Department’s capital, infrastructure, and staffing priorities for the upcoming fiscal year, as part of the City’s budget process.

5.E For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors (“Board”) concerning proposed updates to the Parks, Recreation and Open Space Department (“Department”) Fee Policy and Schedule. (*Jennifer Budge, jbudge@carson.org and Dan Earp, djearp@carson.org*)

Staff Summary: This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. Fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates, and staff input.

6. Staff Updates - For Discussion Only

6.A Director’s Report: Updates regarding the Department’s projects, programs, facilities, and events; grants; status of recruitment for vacant positions; Parks Commission and Open Space Board Retreat recap; 2023 legislative session; Dog Rules and Regulations Policy update; damage from recent storms, Park Ambassador program; playground repair status; and Board of Supervisor’s action items (*Jennifer Budge, jbudge@carson.org*)

7. Members’ Announcements and Requests for Information – For Discussion Only

7.A Update from the Carson City School Board Liaison

7.B Update from the Foundation for Carson City Parks and Recreation Liaison

8. Future Agenda Items – For Discussion Only

9. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

10. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The Committee will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Parks, Recreation & Open Space Department by calling (775) 887-2262 or in writing at 3303 Butti Way, Building #9, Carson City, Nevada 89701 at least 24 hours in advance.

If you would like more information about any of the agenda items listed above, please contact the staff member listed at the end of the particular item you are interested in at (775) 887-2262.

To request a copy of the supporting materials for this meeting contact Patti Liebespeck at pliebespeck@carson.org or call (775) 887-2262.

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