

**Parks and Recreation Commission  
Staff Report**

**Meeting Date:** February 2, 2016

**Agenda Item Number:** 3A

**Applicant:** Roger Moellendorf

**Request:** **For Possible Action:** To elect a Chairperson and Vice Chairperson of the Parks and Recreation Commission for 2016 calendar year.

**General Discussion:** As per the Parks and Recreation Commission Bylaws, the Commissioners must hold an election during the first meeting of the year to select the Chairperson and Vice Chairperson for the calendar year.

On December 17, 2015 the Board of Supervisors adopted on second reading an amended Chapter 2.16 – Carson City Parks and Recreation Commission ordinance (Exhibit A). This ordinance reduces the number of commissioners from nine to seven. There are four sitting commissioners whose terms on the commission has expired, including Justin Colburn, Brett Long – present Chair, Lee-Ann Keever – present Vice Chair and Chuck Adams. The Board of Supervisors will be making commission appointments during their February 18, 2016 meeting and will only be able to make two appointments. If anyone of these four commissioners are elected to an office and not re-appointed, the commission will have to hold another election at their April meeting.

**Recommended Action:** I move to nominate \_\_\_\_\_ as Chairperson and \_\_\_\_\_ as the Vice Chairperson of the Carson City Parks and Recreation Commission for the 20156calendar year.

## **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 ser-vices;
  - 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).