



STAFF REPORT

Agenda Item: 5D

Report To: Open Space Advisory Committee

Meeting Date: December 18, 2023

Staff Contact: Lyndsey Boyer, Open Space Manager, lboyer@carson.org

Agenda Title: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors of proposed amendments to the Open Space Advisory Committee (“OSAC”) Bylaws, specifically to amend the OSAC mission statement. *(Requested by Member Susan Martinovich) (Lyndsey Boyer, lboyer@carson.org)*

Staff Summary: The Committee will review the Open Space Advisory Committee Bylaws, which were last updated in 2020 and make recommendations to the Board of Supervisors regarding potential changes to the missions statement. The bylaws serve as the guidance and procedural document for the advisory committee.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to recommend to the Board of Supervisors the proposed amendments to the Open Space Advisory Committee Bylaws and Mission as presented.

Board’s Strategic Goal

Efficient Government

Previous Action

November 5, 2020 (Item 24A) – The Board of Supervisors approved the proposed amendments to the OSAC Bylaws.

February 24, 2020 (Item 3C) – The OSAC moved to recommend to the Board of Supervisors the proposed amendments to the OSAC Bylaws.

Background/Issues & Analysis

As requested by Member Susan Martinovich, this item will include discussion related to potential modifications to the existing OSAC mission statement. During the Strategic Planning Retreat between the Parks and Recreation Commission and OSAC, held December 8, 2022, members of OSAC discussed the current OSAC mission statement and the desire to modify it to better reflect the work of the committee. At a subsequent OSAC meeting, members Susan Martinovich, Robert Ghiglieri and Sam Mazingo were appointed to a sub-committee to review and recommend a new mission statement to OSAC. This agenda item is to present and recommend a revised version of the OSAC Mission Statement to the Board of Supervisors for approval of the updated bylaws and mission statement.

Definition of a mission statement: A mission statement describes the purpose for the present and the future. Why do we exist?

In the Strategic Planning Retreat held in 2022, a survey question was posed related to the OSAC mission, and whether it accurately describe the purpose of OSAC. Responses had a 60%/40% split with 60% answering ‘No’.

Current Statement:

Reporting to the Board of Supervisors, the Open Space Advisory Committee will develop, oversee, and support the Open Space Program by working in concert with staff and the public to acquire, interpret, preserve, and enhance natural landscape, agriculture and cultural resources while balancing the needs of the public’s opportunities for passive recreation.

Summary of comments:

To the question – What might be missing from the group’s mission?
The specific comments can be found on page 8 of the Strategic Planning Retreat Meeting Notes.

1. Is *develop* the right word used to reflect what we do? The word is confusing;
2. Question about land ownership so maybe be clear its jurisdiction on Open Space land;
3. How to promote and educate open space to the community;
4. Connectedness and trails; and
5. Need to include equity, diversity, access and inclusion.

A draft copy of proposed amendments with redlines is provided for the Committee’s review and consideration.

ATTACHMENT 1 – OSAC Bylaws – BOS Approved 11.05.2020 – 2023 Edits (redline)

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 13.06.020-13.06.080 Open Space Advisory Committee

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Do not approve and provide alternative direction to staff.

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

CARSON CITY OPEN SPACE ADVISORY COMMITTEE BYLAWS

MISSION STATEMENT:

Reporting to the Board of Supervisors, the Open Space Advisory Committee (hereinafter referred to interchangeably as “OSAC” or “Committee”) ~~will develop~~ advances, oversees, and supports the Open Space Program by working in ~~conjunction~~ concert with staff and the public to acquire, ~~interpret~~, preserve and protect, educate, and enhance the natural landscape, agriculture and cultural resources while balancing the ~~needs of the~~ public’s quality of life opportunities for equitable connection to active and passive recreation.

1. MEETINGS:

- a. Regular meetings: It is OSAC’s intent to meet every two months, unless otherwise determined by the Committee, on the third Monday of those months. However, the Chair of the Committee (“Chair”) and the Parks, Recreation and Open Space Department Director (“Director”) or his or her designee, the Open Space Manager, can decide together to cancel a meeting if there is a lack of sufficient topics and agenda items, in their opinion, to warrant a meeting. Regular meetings may also be rescheduled in advance by a majority of Committee members at any regular meeting. If the meeting date is a legal holiday, the meeting may be rescheduled in the same month, if possible. The time will be designated by the Committee.
- b. Joint meetings: Joint meetings with the Parks and Recreation Commission shall be held twice annually, should there be sufficient topics and agenda items pertaining to both boards.
- c. Special meetings: Special meetings may be called at any time by the Chair or by a quorum of the Committee. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting.
- d. Workshops: Non-decision making workshops may be called by the Chair or a quorum of the Committee.

2. NOTICE OF MEETINGS:

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

3. **OFFICERS:**

- a. At the first regular meeting of each calendar year, the Committee shall elect a Chair and a Vice Chair for that year. In the absence of both the Chair and the Vice Chair at a meeting, the quorum present shall appoint a Chair Pro Tempore by majority vote.
- b. The City shall provide an individual for every OSAC meeting to act as a recorder and vote counter and to take roll.
- c. The terms of the office for the officers shall be one year, but any officer may be removed from office by a majority vote of the Committee. Any officer may resign his or her elected office at any time, with or without approval from the Committee. Except in circumstances where an officer is removed from the Committee for cause, an officer who is removed or resigns from an elected office may remain on the Committee for the duration of his or her appointment as a Committee member.
- d. When an officer resigns his or her elected office, he or she shall communicate such resignation to the Committee. The Committee 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 Committee 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.

4. **DUTIES OF THE CHAIR:**

- a. The Chair shall be responsible for the conduct of all OSAC meetings.
- b. The Chair shall confer with the Director or his or her designee, the Open Space Manager, who places matters on the agenda.
- c. Any member of the Committee may request that items be scheduled for a Committee meeting.
- d. In the absence of the Chair, these duties shall be assumed by the Vice Chair.

5. **RESIGNATION:**

- a. Any Committee member may resign at any time by sending written notice of such resignation to the Director.

6. **POWERS OF THE COMMITTEE:**

- a. The powers and duties of the Committee are provided in the Carson City Municipal Code ([“CCMC”](#)).

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- b. The Committee has the power to organize and dissolve OSAC subcommittee(s).
- c. The Committee has the power to cooperate with other government agencies and civic groups in the advancement of sound open space planning and management.

7. **AMENDMENT:**

- a. 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 Committee membership in order to pass. [An amendment to the OSAC bylaws must also receive approval from the Board of Supervisors.](#)

8. **ATTENDANCE:**

- a. Regular attendance at meetings shall be expected of all members. In any calendar year, Committee members shall attend a minimum of seventy-five percent (75%) of the scheduled regular OSAC meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.
- b. Approval for excused absence may be granted to any member by the Chair. Should an absence be excused by the Chair 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.
- c. Should a Committee member miss a meeting for other reasons, the Chair may find that this is an excused absence and it will not reflect on the attendance record. –The Chair may consider the Committee member’s overall attendance record in exercising discretion.

9. **QUORUM:**

- a. A quorum shall be a majority of the Committee pursuant to ~~CCMS-CCMC 13.06070~~[13.06.070](#).
- b. To be considered an approval motion, a vote of simple majority of the Committee present shall be required, unless a two-thirds vote is required for the action.

10. **CONDUCT OF THE MEETINGS:**

- a. Committee members shall arrive in a timely manner prior to the opening gavel.
- b. There shall be no smoking or consumption of alcoholic beverages in the Committee chambers during the Committee meeting.

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- c. Committee meetings shall not take place without a representative of the Parks and Recreation Department present.

11. REPORTS AND MEETING PACKETS:

- a. The Open Space Manager shall prepare reports on behalf of the Parks, Recreation and Open Space Department staff or on behalf of the OSAC members, for each item for which a public hearing is scheduled.
- b. Each staff report shall be in the form and style determined by the Director or his or her designee, the Open Space Manager. At a minimum, the report shall recommend to the Committee:
 - i. the necessary findings required to consider an action on a project;
 - ii. language for a motion supporting the proposed action; and
 - iii. conditions necessary to ensure conformance of the proposed project with City policy and regulations.
- c. The Director and/or his or her designee, the Open Space Manager, may present reports either orally or with written background materials for any other topics that are not scheduled as public hearing before the Committee. Such items shall be identified on the meeting agenda.

12. PARLIAMENTARY AUTHORITY:

- a. The current manual of parliamentary procedure Roberts Rules of Order shall apply any time a matter under consideration is not covered by these bylaws.