

MAC Yearly Update

MAC Revenue Sources	Proposed in 2011	CY 16	CY 17	CY 18
MAC Youth/Senior/ Adult Drop In Revenue and POS	\$ 9,000.00	\$ 40,790.50	\$ 44,539.05	\$ 43,151.75
MAC Membership Revenue		\$ 13,388.00	\$ 18,944.00	\$ 25,497.50
MAC Sports Tournament and Rental Revenue	\$ 10,200.00	\$ -	\$ -	\$ -
Boys and Girls Club Revenue	\$ 49,334.00	\$ 11,399.00	\$ 4,115.00	\$ 3,789.00
Totals-	\$ 68,534.00	\$ 65,577.50	\$ 67,598.05	\$ 72,438.25

MAC Participation Report	Proposed in 2011	CY 16	CY 17	CY 18
MAC Adult Drop In	N/A	4,217	3,814	3,484
MAC Child No-Fee Drop In (children under 3)	N/A	22	2	2
MAC Senior Drop In	N/A	695	1,777	2,949
MAC Veteran No-Fee Drop In	N/A	6	8	10
MAC Youth Drop-In	N/A	5,624	6,118	5,360
Gift Token Sales	0	0	1	42
Totals-	0	10,564	11,719	11,805

MAC Membership Sales	Proposed in 2011	CY 16	CY 17	CY 18
Family Pass	N/A	0	0	2
Disabled Veterans MAC & Pool	N/A	7	3	3
Senior Membership Sales	N/A	46	106	172
Adult Membership Sales	N/A	42	68	74
Youth Membership Sales	N/A	25	32	47
Totals-	0	120	209	296

Increases

Increase of 87 more membership passes sold in 2018 (\$6,143.00)
Pickleball Tournaments

Special Events

Nevada Day Powwow (CTA)
D'ville Youth Basketball Tournament (CTA)
Boys and Girls Club Luau (B&G)
Elks Hoop Shoot (Elks Club)
District Attorneys Dodgeball Event (Carson City D.A and CCPR Dept)

***Examples of Consistent Renter or Users**

Boys and Girls Club
Carson City Hoops
St. Teresa's Sports (Volleyball & Basketball)
Various Soccer Teams (soccer practice and conditioning)
YSA Groups during poor weather conditions

Recreation Sports Program User Groups In 2018

Youth Basketball
Adult Basketball
Youth Futsal
Adult Futsal
Youth Volleyball
Adult Volleyball
Pickleball
Jr Giants
Dodgeball

*Invoice(s) submitted awaiting payment

Decrease in Boys and Girls Club usage fees as we have began only charging for time and ACTUAL SPACE used instead of just time used

CARSON CITY PARKS & RECREATION COMMISSION BYLAWS

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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 monthly, on the first Tuesday of each month. 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.

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 a Secretary 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

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4. OFFICERS: (Continued)

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 Department.

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.

Amended 3-5-13

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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 five (5) members of the Commission.
- 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 six (6) 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.

Amended 3-5-13

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12. REPORTS AND MEETING PACKETS: (Continued)

- 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.

Amended 3-5-13

Carson City Board of Supervisors & Other Committee Items

BOARD OF SUPERVISORS: November 15, 2018

CITY MANAGER

- For Possible Action: To adopt a Resolution expressing support of the proposed technical corrections to the Carson City Lands Bill currently being developed for congressional approval. (Adriana Fralick, AFralick@carson.org; Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org)
- For Possible Action: To include Federal Lands Bill Map Reference 4 in the Resolution expressing support of the proposed technical corrections to the Carson City Lands Bill currently being developed for congressional approval. (Adriana Fralick, AFralick@carson.org; Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org)

BOARD OF SUPERVISORS: December 6, 2018

PUBLIC WORKS

- For Possible Action: To adopt a resolution adopting the Carson River Watershed Regional Floodplain Management Plan 2018. (Ed James and Debbie Neddenriep, Carson Water Subconservancy District, edjames@cwsd.org)

COMMUNITY DEVELOPMENT

- For Possible Action: To adopt a Resolution authorizing the expenditure of up to \$400,360 from the Fiscal Year 2019 Redevelopment Revolving Fund for the Bob Boldrick Theater rehabilitation project as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)
- For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of up to \$400,360 from the Fiscal Year 2019 Redevelopment Revolving Fund for the Bob Boldrick Theater rehabilitation project. (Lee Plemel, lplemel@carson.org)

PURCHASING & CONTRACTS

- For Possible Action: To determine that K7 Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1819-129 Bob Boldrick Theater Project, for a total not to exceed amount of \$232,028.00. (Carol Akers, CAkers@carson.org and Jennifer Budge, JBudge@carson.org)

BOARD OF SUPERVISORS: January 17, 2019

PARKS RECREATION & OPEN SPACE

- For Possible Action: To authorize the fee title acquisition of 20 acres along the north side of U.S. Highway 50 West (APN 007-051-81) from Mr. W. Michael Fagen for open space and passive recreation purposes for \$290,000 plus closing costs (funded by the Quality of Life fund - Open Space land acquisitions); and authorize the Mayor, or named designee, to execute all documents related to same on behalf of the City. (Ann Bollinger, abollinger@carson.org)

CITY MANAGER

- For Possible Action: To create a task force for the purpose of reviewing the Carson rifle and Pistol Range third-party safety assessments and making recommendations to the Board of Supervisors (Jennifer Budge, jbudge@carson.org).
- For Possible Action: To appoint two members to the Carson City Open Space Advisory Committee, each for a term that expires in January 2023 (Nancy Paulson, npaulson@carson.org).

- For Possible Action: To appoint one member to the Carson City Parks and Recreation Commission to fill an unexpired term set to expire January, 2022 (Nancy Paulson, npaulson@carson.org).
- For Discussion Only: Informational Update Regarding the Partnership between the Boys & Girls Club of Western Nevada and the Carson City School District for the use of the Multi-Purpose Athletic Center Facility (MAC). (Matt Sampson, Dan Earp, and Durrell Clark)

RANGE TASK FORCE: January 31, 2019

PARKS, RECREATION & OPEN SPACE

- For Possible Action: To elect Chair and Vice Chair of the Range Task Force.
- For Discussion Only: Review and discussion on the purpose, goals and objectives of the Range Task Force as directed by the Carson City Board of Supervisors. (*Supervisors Bonkowski and Bagwell*)
- For Discussion Only: Presentation on the background of the Carson Rifle and Pistol Range and information related to the creation of the task force. (*Jennifer Budge/David Navarro*)
- For Discussion Only: Review of the Range Evaluation Report prepared by Tactical Services Group and status update on range evaluations requested by the National Rifle Association and the National Shooting Sports Foundation. (*Jennifer Budge/David Navarro/Aaron Keller*)
- For Possible Action: Discussion and possible action to establish working groups, assign responsibilities to members of the Range Task Force, and develop a meeting schedule.

BOARD OF SUPERVISORS: February 7, 2017 (SCHEDULED)

PARKS, RECREATION & OPEN SPACE

- For Possible Action: To authorize the Parks, Recreation & Open Space Department to submit a grant application to the Community Development Block Grant (CDBG) (No match required) Program for ADA improvements at Ross Gold Park. (Jennifer Budge, jbudge@carson.org)

Parks and Recreation Commission

2019 FUTURE AGENDA ITEMS: *tentative*

ITEM Please Note: Items are <i>tentative</i> and may be modified, added, or deleted	MEETING DATE
<ul style="list-style-type: none"> • Board development workshop with Open Space Advisory Committee 	March
<ul style="list-style-type: none"> • Disc Golf Course Maintenance Agreement with FCCPR • FY20 Budget update • Park/program of the month: TBD • Eagle Valley Golf Course Update – 1 year review • Fee Policy and Fee Schedule • Bylaw discussion (if needed) 	April
<ul style="list-style-type: none"> • Lease/Use Agreement for Centennial Tennis Courts/Building • Park/program of the month: TBD 	August
<ul style="list-style-type: none"> • Park/program of the month: TBD • Lease/Use Agreement for Centennial Tennis Courts/Building 	October
<ul style="list-style-type: none"> • Noxious Weed Program • Natural Resource Management & Defensible Space • Prison Hill Recreation Area (master plan, maintenance, mgmt.) • Bee City USA and Tree City USA 	For future discussion at a joint meeting with Open Space Advisory Committee

PLEASE NOTE: Board of Supervisors directed that the Parks and Recreation Commission hold 4 meetings per year, in addition to 2 joint meetings with the Open Space Advisory Committee. Joint meeting topics may include natural resource management, development review, trails, community outreach/education, Park Ranger roles and responsibilities, planning, grants, operations/maintenance, and other items that are prevalent throughout the entire Carson City park system. Special meetings may be added as needed to accommodate park design workshops, grant deadlines and other special circumstances.