

Thomas Burrous, Board Member
Sherryl Cobb, Board Member
Sharon Holley, Board Member
JF McCullar, Board Member
Jacqueline LaVoie, Board Member

**FERNLEY SENIOR CITIZEN
ADVISORY COMMITTEE
MEETING AGENDA**

Fernley City Hall
595 Silver Lace Blvd. • Fernley, NV 89408
Phone: (775) 784-9830 • Fax (775) 784-9839

**FSCAC Meeting Date: October 27, 2021
10:00 AM**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87352630946>

Or One tap mobile: 13462487799

Or Telephone: 1 669 900 9128

Webinar ID: 873 5263 0946

International numbers available: <https://us02web.zoom.us/u/kbMWwdCOYP>

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, or remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

Time Certain: Time certain designates a definite time for the start time of that item. The time certain item may NOT begin earlier than the designated time certain. It may begin later than the designated time, but not earlier.

10:00 a.m. OPEN MEETING – PLEDGE OF ALLEGIANCE

Chairman's statement: "To avoid meeting disruptions, please place cell phones in the silent mode or turn them off during the meeting. Thank you for your understanding."

1. INTRODUCTORY ITEMS

1.1. Roll Call

1.2. Public Forum

This is the portion of the meeting devoted to the Public. The Public may comment on any matter that is not specifically included on the agenda as an action item. Items not included on this agenda cannot be acted upon other than to place them on a future agenda. If you wish to comment you can do so in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone). Public comments are limited to three (3) minutes, please avoid repetition. The Chair may, at his discretion, hold comments until the second Public Forum at the end of the meeting. Public Comments submitted prior to 4:00 pm the day of the meeting will be provided to Committee Members and added to the record but will not be read during the live meeting. Any public input received after 4 pm the day of the meeting will be included in the record but may not reach Committee Members before action is taken.

1.3. (For Possible Action)Approval Of The Agenda

2. (For Possible Action): Possible Action to Elect of Committee Officers - Chairperson and Vice Chairperson

Documents:

[SCAC STAFF REPORT - ELECTION OF COMMITTEE OFFICERS.PDF](#)

3. (For Possible Action) Discussion and Possible Adoption of Resolution #21-011 By-Laws for the Senior Citizen Advisory Committee

Documents:

[SCAC STAFF REPORT - BYLAWS RESOLUTION 21-011.PDF](#)
[2021.10.20 DRAFT RESOLUTION 21-011 SCAC BYLAWS.PDF](#)
[DRAFT CITY OF FERNLEY SENIOR CITIZEN ADVISORY COMMITTEE BY-LAWS.PDF](#)

4. Presentation by City Attorney regarding Open Meeting Law - No Action

5. Address request(s) for future agenda items

6. Public Forum

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ADJOURNMENT.

This notice and agenda is being posted before 9:00 a.m., 10/22/2021 in accordance with NRS 241.020 at the following locations: www.cityoffernley.org, <https://notice.nv.gov>; North Lyon County Fire Protection District, Lyon County Human Services 105 Lois Lane; Fernley Swimming Pool 300 Cottonwood Lane; Fernley Post Office 315 E Main Street; and Fernley City Hall, 595 Silver Lace Blvd. To obtain supporting material for this agenda please visit the City of Fernley website at www.cityoffernley.org or contact Kim Swanson, City Clerk, inside City Hall at 595 Silver Lace Blvd, Fernley, NV 89408, email cityclerk@cityoffernley.org or call (775) 784-9830. 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 Fernley City Hall, at least 24 hours in advance at (775) 784-9830 or email cityclerk@cityoffernley.org



CITY OF FERNLEY

SENIOR CITIZEN ADVISORY COMMITTEE

AGENDA REPORT

Meeting Date: October 27, 2021

REPORT TO:	Mayor and City Council
REPORT BY:	Trisha Conner, Assistant to the City Manager
REVIEWED BY:	Daphne Hooper, City Manager
REVIEWED BY:	Brandi Jensen, City Attorney

FINANCIAL IMPACT: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	FUND/ACCOUNT:
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ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Possible Action to elect the Committee Officers, Chairperson and Vice-Chairperson.

Agenda Item Brief: On July 7, 2021, the Fernley Senior Citizen Advisory Committee was created by Resolution No. 21-004 and members of the committee were appointed by City Council October 6, 2021. Election of Officers for the Committee shall be elected from among the members of the committee by a simple majority vote at the first regular meeting of the Committee after September 30th of every year, if necessary. The officers of the Committee shall be a Chairperson and Vice-Chairperson.

Recommended Motion:
“I move to elect committee member _____ as the Vice-Chairperson for the Senior Citizen Advisory Committee.”
“I move to elect committee member _____ as the Chairperson for the Senior Citizen Advisory Committee.”

Business Impact (per NRS Chapter 237):

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee may:

- Request additional information and/or change the proposed bylaws.

BACKGROUND:

On July 7, 2021, the Fernley Senior Citizen Advisory Committee was created by Resolution No. 21-004 and members of the committee were appointed by City Council October 6, 2021.

At the first meeting of the City of Fernley Senior Citizen Advisory Committee, a Chairperson and Vice-Chairperson shall be elected from among the members of the Committee by a simple majority vote. The officers of the Committee shall be a Chairperson, and Vice-Chairperson.

Responsibilities of the Chairperson:

1. Presides over all meetings of the Committee.
2. Calls special meetings of the Committee in accordance with the By-Laws.
3. Signs approved documents as the representative of the Committee such as official letters from the Committee.
4. Insures that all actions of the Committee are properly taken.
5. Preserves order and decorum, prevents attacks on personalities or the impugning of the members' motives and confines member debate to the question under discussion.

Responsibilities of the Vice-Chairperson:

1. Presides at any regular or special meetings of the Committee in the absence of the Chairperson; and in the event of the resignation or death of the chairperson, will perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson.

Elected Officers shall hold office for two (2) years or until their successor(s) are elected and qualified. Any office may be re-elected. Following the election, the gavel shall pass to the officers at the existing meeting of the Committee.

FINANCIAL IMPLICATIONS:

Financial implications include staff time from the City Clerk's Office and City Manager's Office to facilitate and coordinate the committee, and office supplies needed to establish the committee.

ATTACHMENTS:

None



CITY OF FERNLEY

SENIOR CITIZEN ADVISORY COMMITTEE AGENDA REPORT

Meeting Date: October 27, 2021

REPORT TO: Mayor and City Council
REPORT BY: Trisha Conner, Assistant to the City Manager
REVIEWED BY: Daphne Hooper, City Manager
REVIEWED BY: Brandi Jensen, City Attorney

FINANCIAL IMPACT:

Yes: No:

CURRENTLY BUDGETED:

Yes: No:

FUND/ACCOUNT:

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Discussion and possible approval and adoption Resolution #21-011, establishing the Senior Citizen Advisory Committee Bylaws.

Agenda Item Brief: On July 7, 2021, the Fernley Senior Citizen Advisory Committee was created by Resolution No. 21-004 and members of the committee were appointed by City Council October 6, 2021. The Committee must establish bylaws to guide the committee.

Recommended Motion:

“I move to approve and adopt Resolution #21-011 to establish the Senior Citizen Advisory Committee Bylaws.”

Business Impact (per NRS Chapter 237):

- A Business Impact Statement is Attached.
- A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee may:

- Request additional information and/or change the proposed bylaws.

BACKGROUND:

On July 7, 2021, the Fernley Senior Citizen Advisory Committee was created by Resolution No. 21-004 and members of the committee were appointed by City Council October 6, 2021. The Committee must establish bylaws to guide the committee.

PURPOSE

Per Resolution 21-004, the committee shall adopt bylaws to govern the proceedings of the committee; three members shall constitute a quorum; and all meetings of the committee shall be open to the public and conducted in accordance with the Nevada Open Meeting Law.

The resolution, #21-011, before the Senior Citizen Advisory Committee expands the Bylaws to include Officers and Responsibilities, Election of Officers, Meeting Public Rights; and Committee Recommendations to Fernley City Council, etc. Please note, the document is a draft and can be revised by the committee and adopted by majority vote of the committee.

FINANCIAL IMPLICATIONS:

Financial implications include staff time from the City Clerk's Office and City Manager's Office to facilitate and coordinate the committee, and office supplies needed to establish the committee.

ATTACHMENTS:

Draft Resolution No. 21-011

Draft Bylaws

**CITY OF FERNLEY
SENIOR CITIZEN ADVISORY COMMITTEE
RESOLUTION NO. 21-011**

**RESOLUTION ESTABLISHING THE SENIOR CITIZEN ADVISORY COMMITTEE
BYLAWS**

WHEREAS, the Fernley City Council established a Senior Citizen Advisory Committee to advise the Council on issues relating to senior citizens and to provide an informational resources for senior citizens; and,

WHEREAS, the purpose of the committee is to advise the City Council on matters relating to senior citizens; to provide an informational resource to senior citizens on matters of concern to senior citizens; and to promote volunteer programs for the benefit of senior citizens; and,

WHEREAS, the committee shall adopt bylaws to govern the proceedings of the committee; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Fernley Senior Citizen Advisory Committee as follows:

Article I – The Committee:

Section 1. Name of Committee: The name of the Committee shall be the City of Fernley Senior Citizen Advisory Committee hereinafter referred to as the Committee.

Section 2. Office of the Committee: The office of the Committee shall be the City of Fernley Clerk's Office, 595 Silver Lace Boulevard, Fernley, NV 89408.

Section 3. The purpose of the Committee shall be:

- A. To advise the City Council on matters relating to senior citizens.
- B. To provide an informational resource to senior citizens on matters of concern to senior citizens.
- C. To promote volunteer programs for the benefit of senior citizens.

Article II – Membership

Section 1. The Committee shall consist of five (5) members who shall be appointed by the City Council. Committee members shall serve at the pleasure of the City Council; therefore, the City Council may remove Committee appointees from the Committee for any reason or for no reason at all.

- A. Committee elections shall be held

Section 2. Legal Counsel: The City Attorney's Office shall be the legal counsel for the Committee.

Section 3. Compensation: Members of the Committee shall serve without compensation.

Section 4. Terms of Office: The regular term of office shall be two (2) years. Committee members shall serve a maximum of two terms, consecutively or non-consecutively.

Section 5. Three (3) unexcused absences from Committee meetings during a calendar year by a Committee member without the approval of the Chair will result in automatic termination of Committee membership.

Section 6. Vacancies: Any vacancy on the Committee shall be filled by appointment by the City Council. Appointments for vacancies other than expiration of term shall be filled by appointment for the remainder of the term.

Article III – Officers and Responsibilities

Section 1. Officers of the Committee: The officers of the Committee shall be a Chairperson, and Vice-Chairperson.

A. Chairperson:

1. Presides over all meetings of the Committee.
2. Calls special meetings of the Committee in accordance with the By-Laws.
3. Signs approved documents as the representative of the Committee such as official letters from the Committee.
4. Insures that all actions of the Committee are properly taken.
5. Preserves order and decorum, prevents attacks on personalities or the impugning of the members' motives and confines member debate to the question under discussion.

B. Vice Chairperson:

1. Presides at any regular or special meetings of the Committee in the absence of the Chairperson; and in the event of the resignation or death of the chairperson, will perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson.

Section 2. Election of Officers:

- A. The Chairperson and Vice-Chairperson shall be elected from among the members of the Committee by a simple majority vote at the first regular meeting of the Committee after September 30th of every year, if necessary.
- B. They shall hold office for two (2) years or until their successor(s) are elected and qualified.
- C. Any office may be re-elected.
- D. Following the election, the gavel shall pass to the officers at the existing meeting of the Committee.

Article IV – Meetings

Section 1. Meetings:

- A. The City of Fernley Senior Citizen Advisory Committee shall meet regularly, at least quarterly at a date, time and place to be established by the Committee. Committee meetings shall be open to the public and written meetings minutes shall be maintained and made available to the public upon approval of the minutes by the Committee. Noticing and posting of the agenda shall follow the open meeting law as set forth by NRS.

- B. Special meetings may be called by the Chairperson when deemed necessary. Members of the Committee shall be notified at least three (3) days prior to the Special meeting. Special meetings shall be noticed and agendized pursuant to the Open Meeting Law.

Section 2. Quorum: Three members shall constitute a quorum and shall be empowered to conduct Committee business. In the event when Chair and Vice Chair absent at the meeting, Committee will choose a member of the Committee to preside over the meeting.

Section 3. Public Rights

- A. Manner of Addressing the Commission: Time Limit: Each person addressing the Committee shall step forward to the microphone, shall give his/her name and address in an audible tone of voice for the record and shall limit his/her address to five (5) minutes, unless further time is granted by the Chairperson. No person, other than the members of the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Committee. No questions shall be asked of the Committee members, except through the presiding officer. Except during the public comment period, speakers shall limit their presentation to statements and exhibits relevant to the agenda item under discussion and shall avoid undue repetition of points previously presented to the Committee.
- B. Disruptive Behavior: Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be requested to leave the meeting.
- C. Written Communication: Written information and materials provided by the applicants that pertain to Committee meetings, may be submitted to the Committee staff. All such information and materials shall be received a minimum of three (3) working days in advance of the meeting for distribution to all Committee members.

Section 4. Action Items: In Accordance with the provisions of the Open Meeting Law, all items are for Committee action unless otherwise noted with an on the agenda.

Section 5. Voting: When any vote is called, each member of the Committee shall respond by saying "aye (yes)" or "nay (no)", or abstain, unless a member requests a roll call vote.

Section 6. Tie vote: Any tie vote shall constitute a technical denial of the motion and may be reconsidered by a motion offered by any member who voted on the matter.

Article V – Committee Recommendations to Fernley City Council

Section 1. The Committee may provide, in writing to the City Council, constructive input, guidance or feedback on city programs and initiatives brought before the Committee for discussion.

- A. The Committee Chair shall provide an update of the Committee’s activities to the City Council, at least annually.
- B. The Committee and their members are not Agents of the City and shall not engage in any activity which attempts to commit the City to expend monies in the form of a contract, new program or service being provided by the City.
- C. Formal Committee recommendations to the City Council shall be made in the form of a Resolution and must include a tabulation of the number of members present and number of votes in support and opposition to the motion, along with members’ names.

Article VI – Meeting & Event Visitations

Section 1. Meeting and Event: Committee members may attend any events that are sponsored by the City of Fernley. Should the Committee members wish to attend they shall ensure that the requirements of the Open Meeting Laws are met.

Article VII – Amendments of By-Laws

Section 1. Amendments of By-Laws: The City of Fernley Senior Citizen Advisory Committee By-Laws may be amended by the Committee as deemed necessary by a majority vote of the Committee members.

PASSED, APPROVED, AND ADOPTED on the 27th day of October 2021 by the following vote of the City of Fernley Senior Citizen Advisory Committee:

AYES:_____ NAYS:_____ ABSTENTIONS:____ ABSENT:_____

By:_____ SCAC Chairperson

ATTEST:

City Clerk Kim Swanson

CITY OF FERNLEY
SENIOR CITIZEN ADVISORY COMMITTEE
BY-LAWS

Adopted _____

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- Section 2. Legal Counsel: The City Attorney's Office shall be the legal counsel for the Committee.
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City of Fernley Senior Citizen Advisory Committee By-Laws

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City of Fernley Senior Citizen Advisory Committee By-Laws

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