




Citizens Leadership Academy

City Clerk's Office  
February 18, 2021



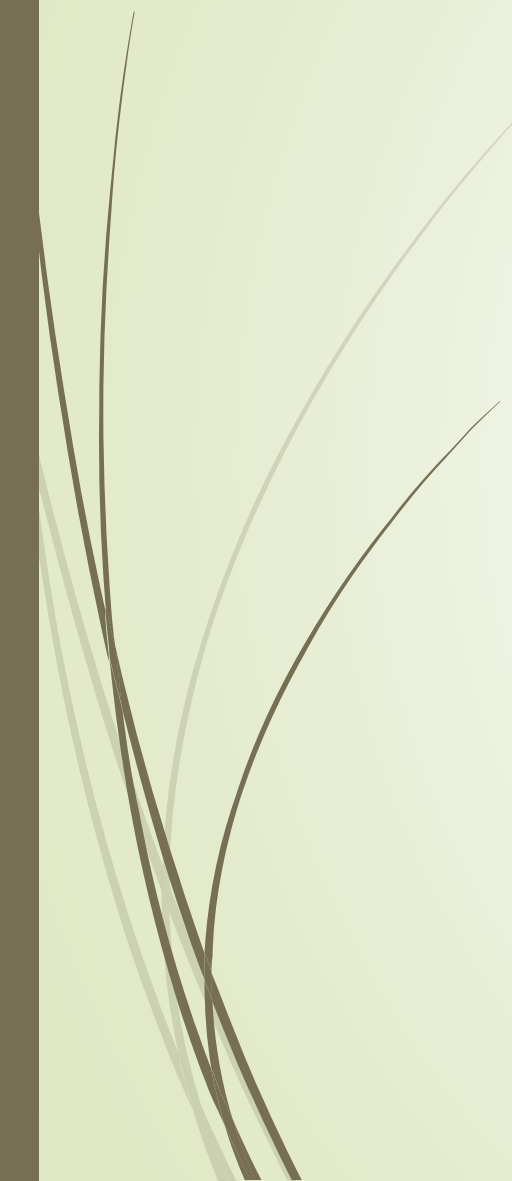
# History of the Clerk

The municipal clerk is the oldest of public servants in local government government.

The profession traces back before Biblical times.



# NRS Chapter 266 – General Law



NRS 266.405 states there must be a city clerk, a city treasurer, a municipal judge and a city attorney.



# Duties of the City Clerk

Pursuant to NRS 266.480, the city clerk shall:

Keep the office of the city clerk at the place of meeting of the city council, or some other place convenient thereto, as the council may direct.

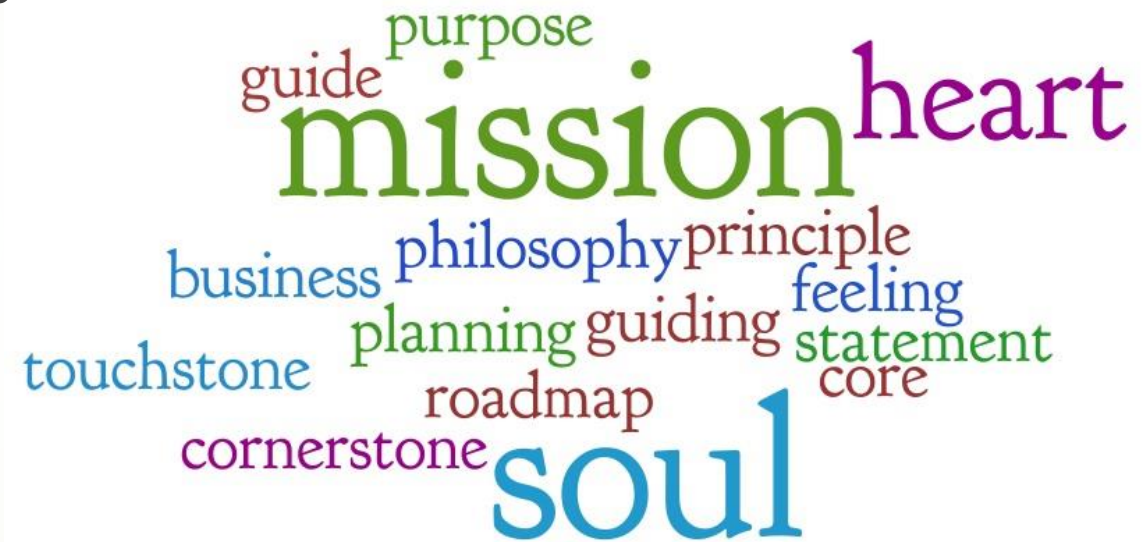
Keep the corporate seal and all papers and records of the city.

Keep a record of the proceedings of the city council, whose meetings the city clerk shall attend.

Countersign all contracts made on behalf of the city, and every such contract or contracts to which the city is a party shall be void unless signed by the city clerk.

# Mission Statement

The mission of the City Clerk's Office is to provide quality services to all customers, both internal and external in an ethical, impartial, and professional manner. We will conduct municipal elections with the highest integrity, effectively manage all official records of the City, and issue and enforce all required licenses, which protect the health, safety, and welfare of the community.







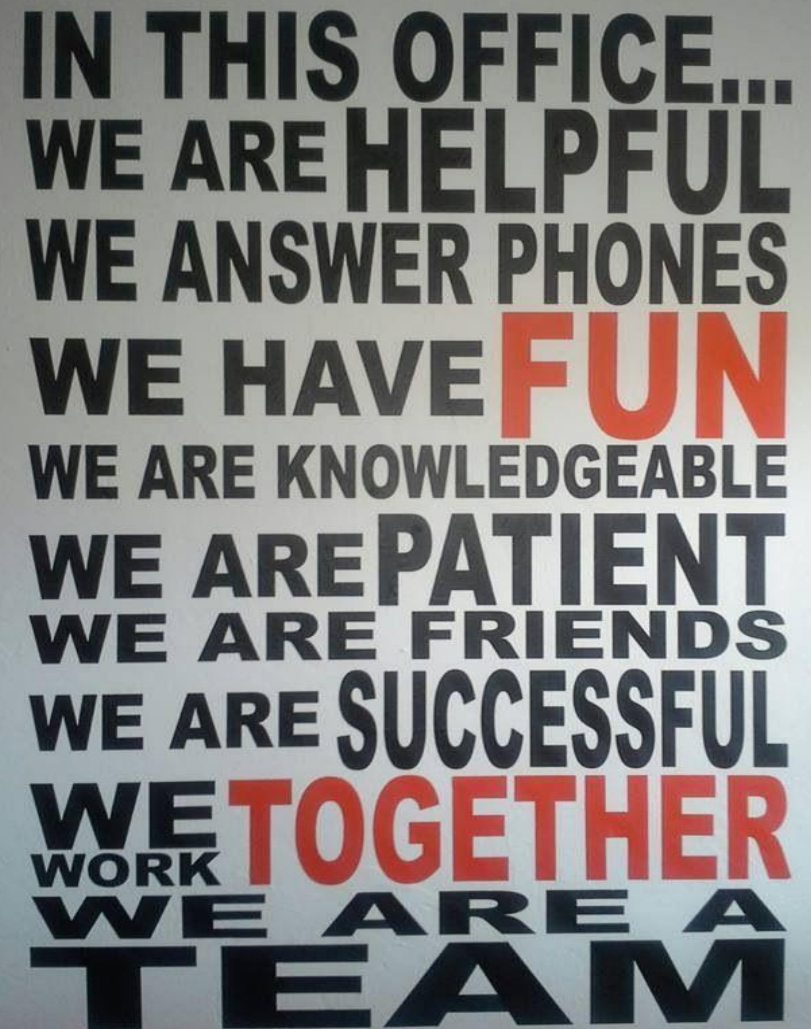
# City Clerk Team

Kim Swanson, City Clerk

Brenda Gosser, Deputy City Clerk

April Homme, Administrative  
Specialist

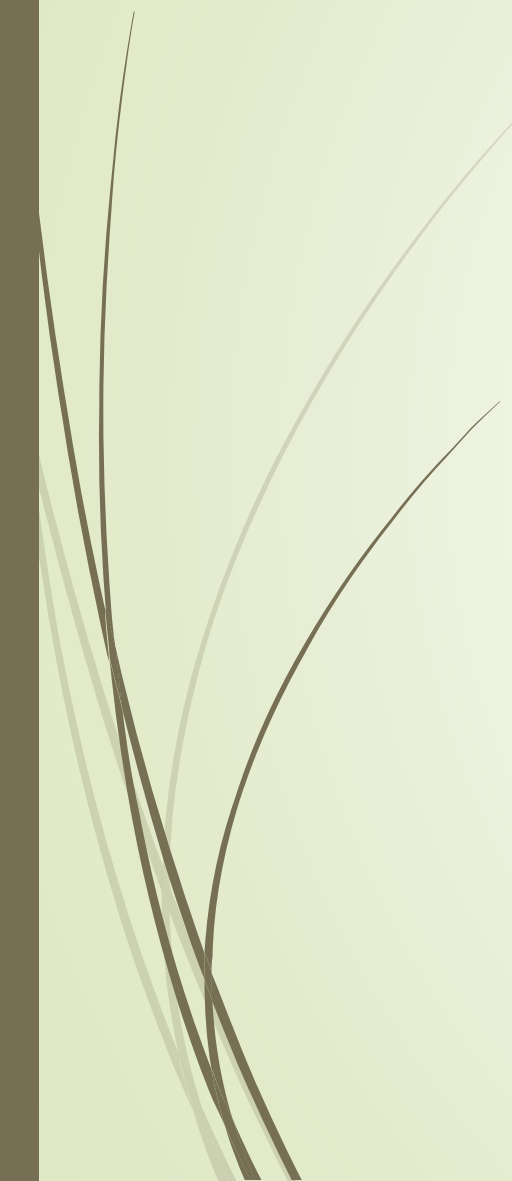
Olivia Merati, Administrative  
Specialist



**IN THIS OFFICE...  
WE ARE HELPFUL  
WE ANSWER PHONES  
WE HAVE FUN  
WE ARE KNOWLEDGEABLE  
WE ARE PATIENT  
WE ARE FRIENDS  
WE ARE SUCCESSFUL  
WE WORK TOGETHER  
WE ARE A  
TEAM**



# Primary Responsibilities



Agendas & Minutes  
Licenses

Franchise Fees

Contracts/Agreements

Records

Customer Satisfaction Survey

General Customer Service

Public Record Requests

Business & Liquor

Corporate Seal

Elections

Passport Acceptance

Ordinances

Resolutions

Municipal Code



# Agendas & Minutes

Prepare agendas for all City Boards; City Council, Planning Commission, Fernley Convention and Tourism Authority, and special meetings and workshops as required.

City Clerk's office staff attends all meetings and records and transcribes all actions and decisions made at those meetings.



**Meeting**



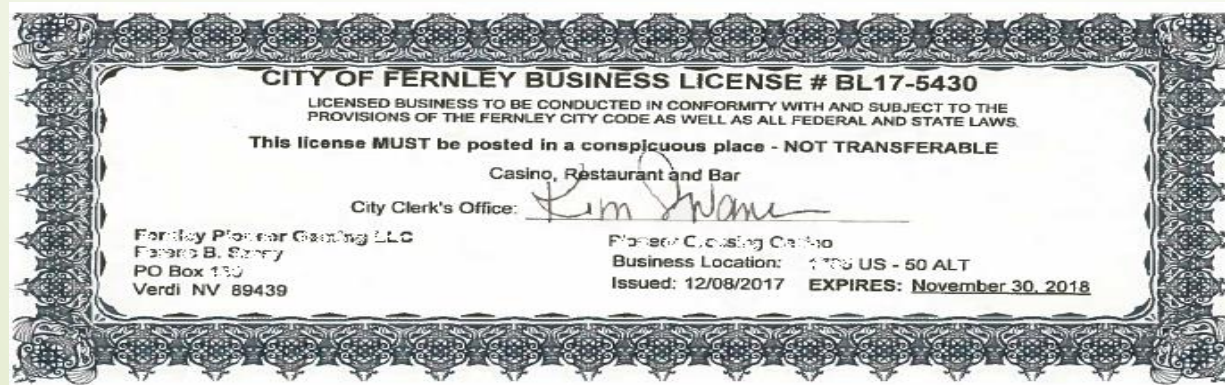
# Notify Me and Electronic Agendas



[www.City of Fernley.org](http://www.City of Fernley.org)

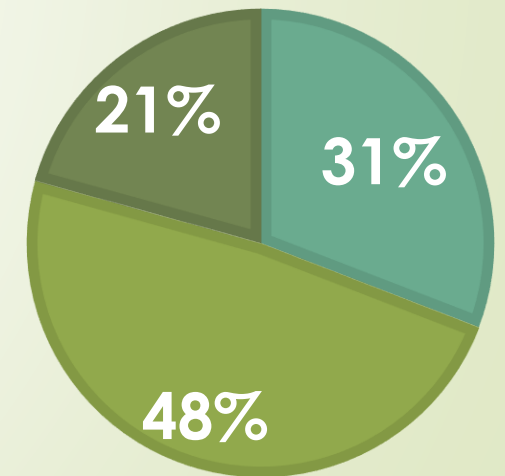
# Business Licenses

- Manage approximately 1,600 business licenses
  - Commercial – 457,
  - 42 Liquor
  - Out of Town – 784
  - Home Occupation – 335



## TOTAL LICENSES

- COMMERCIAL
- OUT OF TOWN
- HOME OCCUPATION



City of Fernley - Active  
Businesses



# Business Types

- **Out of Town** (product or service providers, contractors, food vendors, crafters, etc.)
- **In Town**
  - Commercial (store front, restaurants/bars, realtors, cosmetologists, contractors, etc.)
  - Home Occupation (home office, web based, crafters, cottage foods, house cleaners, handyman, etc.)
  - Special event
  - Mobile Vendor (food or merchandise)
  - Solicitor (door to door sales)

# Solicitors

- Salesman of products or services
- Door to door soliciting
- Background checks
- Temporary status
- Display of license

## **CITY OF FERNLEY SOLICITOR LICENSE**

LICENSED BUSINESS TO BE CONDUCTED IN CONFORMITY WITH AND SUBJECT TO THE PROVISIONS OF THE FERNLEY CITY CODE AS WELL AS ALL FEDERAL AND STATE LAWS.

**This license MUST be posted in a conspicuous place--**

**NOT TRANSFERABLE**

**Solicitor Permit – Roof Inspections**

City Clerk's Office: \_\_\_\_\_

### **Mountain Roofs**

**Jim Jones**

123 N South W  
Clinton, UT 84456

Business Location:

456 Bering Strait  
Las Vegas NV 89123

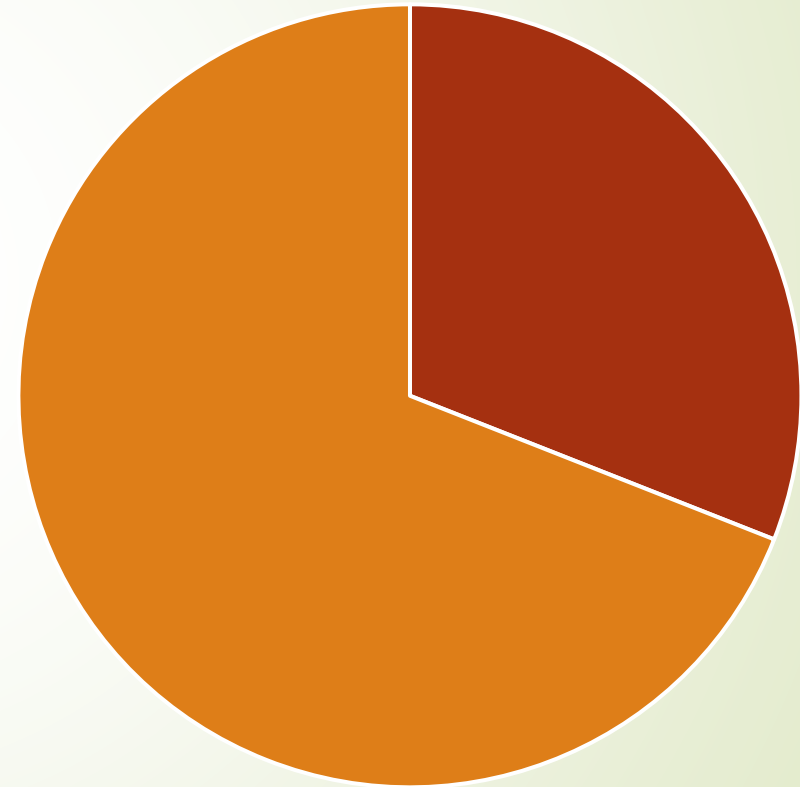
Issued: 01/25/2018 EXPIRES: **04/25/2018**





# Franchise Fees

This is a fee that a franchisee is required to pay for the right to use the city right of ways for their lines, pipes, poles etc. The utility company collects the fee which is then forwarded on to us.



■ Total fees ■ Franchise Fees



# Passport Acceptance Facility

- The US Department of State has designated the City of Fernley Clerks office as the only place in Fernley to accept passport applications on their behalf.





# PASSPORTS



- ❖ 248 Total passports processed for 2020
- ❖ 45 Passports processed to date for 2021
- ❖ COVID-19 Testing is required to enter back into the U.S.
- ❖ As a first step in planning any trip abroad, check the Travel Advisories for your intended destination.
- ❖ You can find Frequently Asked Questions about U.S. passport operations and updated processing times at the link below
- ❖ <https://travel.state.gov/content/travel.html>

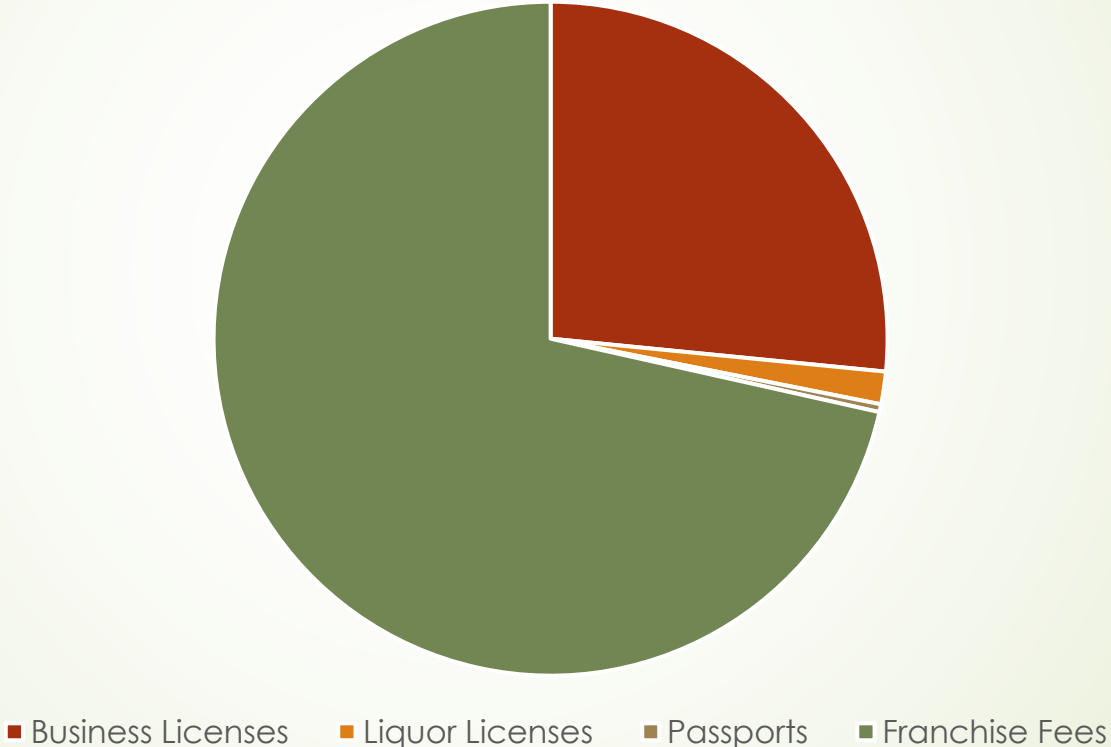


# Public Record Requests

- NRS 239.091 defines a public record as a record of a local governmental entity that is created, received or kept in performance of a duty and paid for with public money.
- Requests for public records can be made in person, over the phone or thru our website.
- Pursuant to NRS 239.052, fees may be associated with some public record requests.
- [City of Fernley](#)

# City Clerk's Office Revenue

2020 Fees Collected



The City Clerks office maintains all official records of the City.

State of Nevada Local Government Retention Schedule

Custodian  
of  
Records





# Resolutions

Resolutions are adopted to document the opinion, will or intent of the City Council.

Adoption of a resolution requires a single majority vote. It can also be changed at any time with a single majority vote.

# Ordinances

An ordinance is a rule or law adopted by the City Council that is only effective in the jurisdiction of the local government.



# City of Fernley Municipal Code



# Elections

Administer City elections with the highest integrity

Conduct Early Voting

Canvas the vote

Ensure the candidates adhere to  
“Fair Campaign Practices

Recalls

Special Election

Update the Ward Map



# Elections – Declaration of Candidacy

On March 2nd we will begin accepting applications for Candidacy.

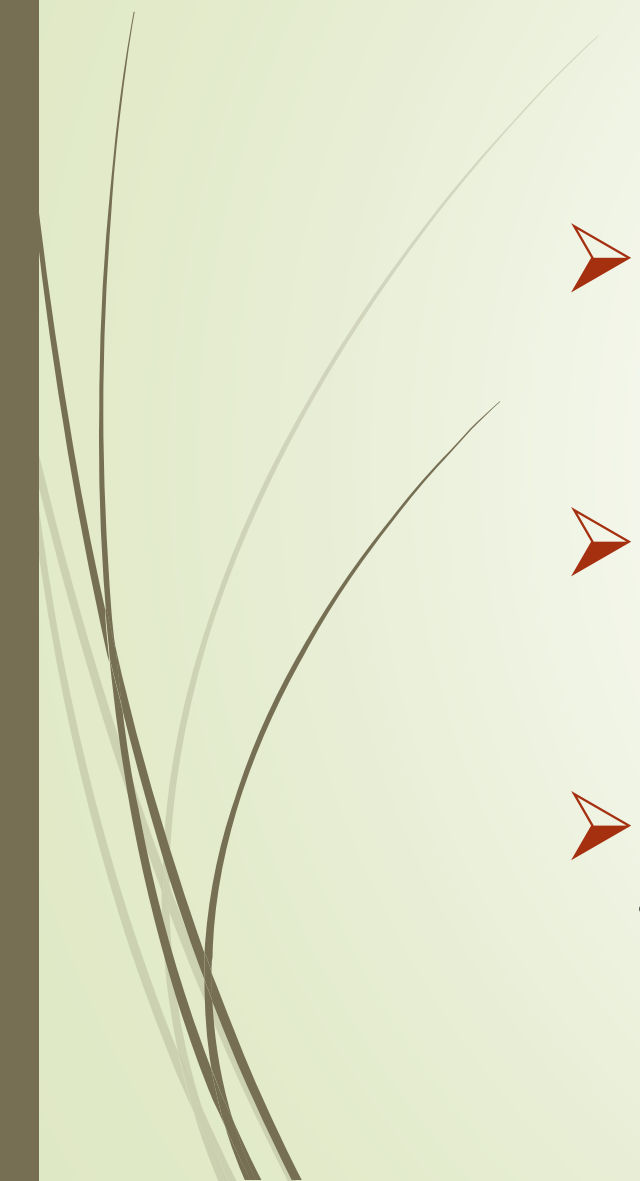
Open seats are Ward 2, Ward 4 and Ward 5. The filing fee is \$25.







# Other Tasks

- We are Notaries
  - Prepare Proclamations for the Mayor
  - Administer the Oath of Office for incoming board members
- 



# Contact Information

Kim Swanson, City Clerk

784-9833

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Brenda Gosser, Deputy City Clerk

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Olivia Merati

784-9837

[Omerati@cityoffernley.org](mailto:Omerati@cityoffernley.org)



Questions