

City of Carson City  
Agenda Report

Item # 8-4

Date Submitted: 03/23/10

Agenda Date Requested: 04/01/2010

Time Requested: Consent Agenda

To: Board of Supervisors

From: Jennifer Schultz, Human Resources Director

**Subject Title:** Action to adopt Resolution No. \_\_\_\_\_, A Resolution Adopting and Approving an Agreement between the State of Nevada, acting by and through its department of Public Safety, Records and Technology Division, Records Bureau, and Carson City, a Consolidated Municipality and political subdivision of the State of Nevada, on Behalf of the Carson City Human Resources Department, to use the Civil Name Check Program and other matters properly related thereto.

**Staff Summary:** This action is to approve the service agreement between The Department of Public Safety / Records and Technology / State of Nevada and Human Resources for the use of the "Civil Name Check Program." (Jennifer Schultz)

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to Adopt Resolution No. \_\_\_\_\_, a Resolution Adopting and Approving an Agreement between the State of Nevada, acting by and through its department of Public Safety, Records and Technology Division, Records Bureau, and Carson City, a Consolidated Municipality and political subdivision of the State of Nevada, on Behalf of the Carson City Human Resources Department, to use the Civil Name Check Program and other matters properly related thereto.

**Explanation for Recommended Board Action:** The "Civil Name Check Program" allows Human Resources to get a complete background check for future qualified employees. This service save the city \$25.00 per background completed. Current cost is \$45.00, and using by using "Civil Name Check Program" cost is \$20.00 per background check.

**Applicable Statue, Code, Policy, Rule or Regulation:** NRS 277.180

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

Alternatives: Do Not Adopt.

Supporting Material: Resolution & Contract

Prepared By: William Thomas

Reviewed By: [Signature] Date: 3-23-10  
(Department Head)  
[Signature] Date: 3/23/10  
(City Manager)  
[Signature] Date: 3-23-10  
(District Attorney)  
[Signature] Date: 3-23-10  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING AND APPROVING AN AGREEMENT BETWEEN THE STATE OF NEVADA, ACTING BY AND THROUGH ITS DEPARTMENT OF PUBLIC SAFETY, RECORDS AND TECHNOLOGY DIVISION, RECORDS BUREAU, AND CARSON CITY, A CONSOLIDATED MUNICIPALITY AND POLITICAL SUBDIVISION OF THE STATE OF NEVADA, ON BEHALF OF THE CARSON CITY HUMAN RESOURCES DEPARTMENT, TO USE THE CIVIL NAME CHECK PROGRAM AND OTHER MATTERS PROPERLY RELATED THERETO.**

**WHEREAS**, pursuant to NRS 277.180, any one or more public agencies may enter into agreements with any one or more other public agencies for the performance of any governmental service, activity or undertaking which any of the public agencies entering into the agreement is authorized by law to perform; and

**WHEREAS**, Carson City is a political subdivision of the State of Nevada; and

**WHEREAS**, NRS 277.180 provides that every such agreement must be ratified by appropriate official action of the governing body of each party to the agreement as a condition precedent to its entry into force; and

**WHEREAS**, NRS 277.180 also provides that every such agreement must set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties; and

**WHEREAS**, the parties to the Agreement between the State of Nevada, acting by and through its Department of Public Safety, Records and Technology Division, Records Bureau, and Carson City, a consolidated municipality and political subdivision of the State of Nevada, on behalf of the Carson City Human Resources Department, to use the Civil Name Check Program, desire to adopt and approve such agreement as required by NRS 277.180. A copy of the agreement is attached to this Resolution as Exhibit "A;" and

**NOW, THEREFORE, BE IT RESOLVED** that the terms and conditions of the Agreement between the State of Nevada, acting by and through its Department of Public Safety, Records and Technology Division, Records Bureau, and Carson City, a consolidated municipality and political subdivision of the State of Nevada, on behalf of the Carson City Human Resources Department, to use the Civil Name Check Program is hereby adopted and approved; and

**BE IT FURTHER RESOLVED** that the Agreement between the State of Nevada, acting by and through its Department of Public Safety, Records and Technology Division, Records Bureau, and Carson City, a consolidated municipality and political subdivision of the State of Nevada, on behalf of the Carson City Human Resources Department, to use the Civil Name

Check Program, shall be spread at large upon the minutes or attached in full thereto as an exhibit, and that a copy of this Resolution shall be sent to the State of Nevada, Department of Public Safety, Records Technology Division, Records Bureau.

Upon motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, the foregoing Resolution was passed and adopted this \_\_\_ day of March, 2010 by the following vote.

VOTE:        AYES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT:

\_\_\_\_\_

ABTAIN:

\_\_\_\_\_

\_\_\_\_\_  
Robert L. Crowell, Mayor  
Carson City, Nevada

ATTEST

\_\_\_\_\_  
Alan Glover, Clerk  
Carson City, Nevada