

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CHARTER REVIEW COMMITTEE**

Day: Thursday
Date: February 24, 2022
Time: Beginning at 1:30 pm
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

1. Call to Order

2. Roll Call

3. Public Comment:

The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Charter Review Committee. In order for members of the public to participate in the Committee’s consideration of an agenda item, the Committee strongly encourages members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

4. Agenda Items:

4.A For Possible Action: Discussion and possible action regarding the election of a chair and a vice chair of the Charter Review Committee.

Staff Summary: Pursuant to Carson City Charter Section 1.090(1), the Charter Review Committee shall elect a chairman and vice chairman from among its members who serve for a term of 2 years.

4.B For Discussion Only: Review and discussion of the Nevada Open Meeting Law. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: Brief Discussion of Open Meeting Law.

4.C For Discussion Only: Review and discussion on the Nevada Ethics in Government Law. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: Brief discussion on ethics in government.

4.D For Possible Action: Discussion and possible action regarding the Carson City Charter Review Committee Bylaws. (Stephanie Hicks, shicks@carson.org and Stephen Wood, swood@carson.org)

Staff Summary: The Carson City Charter Review Committee Bylaws were established to document the process to be used for the committee to receive input on possible amendments to the Carson City Charter. Staff is proposing three modifications to the existing bylaws. One is a typographical correction and the other two are changes to comply with current practices.

4.E For Possible Action: Discussion and possible action regarding the process and timeline for the 2022 Charter Review Committee, identification of Charter provisions that staff or the Committee wish to evaluate for potential amendment at a future meeting, and possible direction to staff. (Stephanie Hicks, shicks@carson.org and Stephen Wood, swood@carson.org)

Staff Summary: Discussion on the process to be used for the committee to receive input from the public and possible amendments to the Carson City Charter for future meetings.

4.F For Possible Action: Discussion and possible action on future agenda items and meeting dates and possible direction to staff on the same. (Stephanie Hicks, shick@carson.org and Stephen Wood, swood@carson.org.)

Staff Summary: Any proposed changes to the City Charter will need to be provided in a Legislative Bill Draft Request which will be due in August or September. Therefore, staff proposes setting future meeting dates of April 8, May 20, and June 17, 2022.

5. Public Comment:

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

6. For Possible Action: To Adjourn

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager’s Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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 the City Manager’s Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Rachael Evanson at revanson@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City’s website at www.carson.org/agendas and at the City Manager’s Office - 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

This notice has been posted at the following locations:

City Hall 201 North Carson Street
carson.org/agendas
<https://notice.nv.gov/>



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Stephanie Hicks, Deputy City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the election of a chair and a vice chair of the Charter Review Committee.

Staff Summary: Pursuant to Carson City Charter Section 1.090(1), the Charter Review Committee shall elect a chairman and vice chairman from among its members who serve for a term of 2 years.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to appoint _____ as Chair and _____ as Vice Chair.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 213 Carson City Charter, Section 1.090(1)

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Jason Woodbury, District Attorney

Agenda Title: For Discussion Only: Review and discussion of the Nevada Open Meeting Law. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: Brief Discussion of Open Meeting Law.

Agenda Action: Other / Presentation **Time Requested:** 15 minutes

Proposed Motion

Discussion only.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 241 Meetings of State and Local Agencies

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Jason Woodbury, District Attorney

Agenda Title: For Discussion Only: Review and discussion on the Nevada Ethics in Government Law.
(Jason Woodbury, jwoodbury@carson.org)

Staff Summary: Brief discussion on ethics in government.

Agenda Action: Other / Presentation **Time Requested:** 15 minutes

Proposed Motion

Discussion only.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Stephanie Hicks, Deputy City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the Carson City Charter Review Committee Bylaws. (Stephanie Hicks, shicks@carson.org and Stephen Wood, swood@carson.org)

Staff Summary: The Carson City Charter Review Committee Bylaws were established to document the process to be used for the committee to receive input on possible amendments to the Carson City Charter. Staff is proposing three modifications to the existing bylaws. One is a typographical correction and the other two are changes to comply with current practices.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to approve the Charter Review Committee bylaws with modifications as discussed on the record.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Carson City Charter Review Committee Bylaws were established to document the process to be used for the committee to receive input on possible amendments to the Carson City Charter. Staff is proposing three modifications to the existing bylaws.

Section 1 references Section 1.090(2) and (3). Staff recommends changing reference to Section 1.090(1) and (2) as Section 1.090(3) does not exist in the Charter.

Under Section 3, staff recommends removing the reference to physically posting in at least four (4) locations which is no longer required under Open Meeting Law.

Lastly, under Section 6, staff recommends changing Clerk-Recorder to City Manager regarding where written notification should be sent.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 213 Carson City Charter, Charter Review Committee Bylaws

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Do not approve proposed changes and/or provide alternative direction.

Attachments:

[CRC Bylaws.docx](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

**CARSON CITY CHARTER REVIEW COMMITTEE
BYLAWS**

1. **Meetings.** The language of section 1.090(2) and (3) of the Carson City Charter is incorporated herein by reference. Meeting times will be designated by the committee. 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 chairperson or by any three (3) members 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. Non-decision making workshops may be called by the chairperson or any three (3) members of the committee.
3. **Notice of Meetings.** Notices shall conform with the Nevada Open Meeting law, NRS 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in at least four (4) locations.
4. **Officers.** The language of section 1.090(1) of the Carson City Charter is incorporated herein by reference. In the absence of the chairperson and vice chairperson, the quorum present shall appoint a chairperson *pro tempore* by majority vote.

The City shall provide a secretary to act as recorder, vote counter, and to take roll.

5. **Duties of the Chairperson.**

- a. The chairperson shall be responsible for the conduct of all committee meetings;
- b. The chairperson shall confer with City staff on the matters scheduled for the agenda;
- c. The chairperson may request that items be scheduled for a committee meeting. If other committee members wish to schedule an item, such request shall be made to the chairperson or by three members of the committee;
- d. In the absence of the chairperson, these duties shall be assumed by the vice chairperson, then the chairperson *pro tempore*.

6. **Resignation.** Any committee member may resign at any time by sending written notification to the Carson City Clerk-Recorder, and to the public officer or elected official who recommended the member's appointment to the committee.
7. **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 two-thirds (2/3) of the total committee membership in order to pass.
8. **Attendance.** The language of Section 1.100 of the Carson City Charter is incorporated herein by this reference. Regular attendance at meetings shall be expected of all members. Timely contact with the chairperson or City staff is required in the event of a committee member's absence from a scheduled meeting.
9. **Quorum.**
 - a. A quorum shall be a simple majority of the committee;
 - b. To be considered an approval motion, a vote of a simple majority of the committee present shall be required.

10. **Conduct of the Meetings.**

- a. Committee members shall attend the meetings in appropriate attire to represent the image and authority of the committee;
- b. Committee members shall arrive in a timely manner prior to the opening gavel.



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Stephanie Hicks, Deputy City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the process and timeline for the 2022 Charter Review Committee, identification of Charter provisions that staff or the Committee wish to evaluate for potential amendment at a future meeting, and possible direction to staff. (Stephanie Hicks, shicks@carson.org and Stephen Wood, sword@carson.org)

Staff Summary: Discussion on the process to be used for the committee to receive input from the public and possible amendments to the Carson City Charter for future meetings.

Agenda Action: Formal Action / Motion **Time Requested:** 20 minutes

Proposed Motion

Depends on discussion.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The governing ordinance requires that proposed amendments to the Charter be heard and debated by the Committee, who then advises the Board of Supervisors with regard to recommendations of the Committee that concern necessary amendments to the Charter. Public input will be solicited beginning February 24 through March 31, 2022.

Staff is aware of several recommended changes to the Charter. The first in Section 1.060 (3) discusses the creation of ward boundaries. The proposed change would remove the requirement in subsection 3 to complete realignment on or before January 1 preceding the next general election.

Additionally, there is a recommendation to clarify language in Section 3.015 regarding the Mayor Pro Tempore serving as Mayor until the next general election if the Office of Mayor becomes vacant.

These proposed changes will be brought forward for further discussion following solicitation of public input.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 213 Carson City Charter

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

[CRCBackground and Process \(002\).docx](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Carson City Charter Review Committee

Background & Process

What is a city charter?

A city charter acts as a constitution for a city. The charter can only be amended or repealed by the Nevada Legislature.

When was the City's Charter adopted?

The City's current charter dates from 1969.

What is the purpose of the Charter Review Committee?

The governing ordinance requires that proposed amendments to the Charter be heard and debated by the Committee, who then advises the Board of Supervisors with regard to recommendations of the Committee that concern necessary amendments to the Charter. Additionally, the Committee assists the Board in the timely preparation of such amendments for presentation to the Legislature on behalf of the City.

How long will the Charter Review Committee's review take?

The first meeting will be in February to elect officers, review Nevada Open Meeting Law, discuss procedure, and establish future meeting dates. The Committee will meet at least one time in April to consider community input. Additional meetings may be scheduled if it is necessary to review proposed amendments or additions. The Committee will present proposed amendments to the Board of Supervisors in a joint meeting typically scheduled in July.

What issues will the Charter Review Committee examine?

Public input for suggestions will be solicited beginning February 24th thru March 31st. This includes the distribution of a press release to appropriate media contacts and social media as well as publishing a notice in the Nevada Appeal stating the Charter Review Committee is accepting recommendations to the City's Charter. Suggestions are also collected online at the City's website - www.carson.org/crc.

NOTE: Committee members wishing to submit a suggested change, or a suggestion that has been sent to them directly, should forward the information to the City Manager's Office or submit suggestions at www.carson.org/crc. All suggestions will be placed on the agenda and attributed to the requestor.



STAFF REPORT

Report To: Charter Review Committee **Meeting Date:** February 24, 2022

Staff Contact: Stephanie Hicks, Deputy City Manager

Agenda Title: For Possible Action: Discussion and possible action on future agenda items and meeting dates and possible direction to staff on the same. (Stephanie Hicks, shick@carson.org and Stephen Wood, swood@carson.org.)

Staff Summary: Any proposed changes to the City Charter will need to be provided in a Legislative Bill Draft Request which will be due in August or September. Therefore, staff proposes setting future meeting dates of April 8, May 20, and June 17, 2022.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to set the following meeting dates: April 8, May 20, and June 17, 2022.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Any proposed changes to the City Charter will need to be provided in a Legislative Bill Draft Request which will be due in August or September. Therefore, staff proposes the following meeting dates in order to meet this time frame and bring a recommendation to the Board of Supervisors in July.

Following receipt of public comments, the Charter Review Committee will meet on April 8, 2022, to consider community input. On May 20, 2022, the Charter Review Committee will meet to review proposed amendments or additions. On June 17, 2022, the Charter Review Committee will meet to finalize any recommendations to the Board of Supervisors.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 213 Carson City Charter

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Do not approve proposed meeting dates and provide alternative meeting dates.

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)