

RESOLUTION NO. _____

_____INTRODUCED BY COUNCIL

A RESOLUTION ~~FORMALIZING-AMENDING PROCESSES FOR~~ THE CITIZEN'S ADVISORY COMMITTEE FOR THE CITY OF SPARKS, NV

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WHEREAS, informed citizen input is ~~considered~~ essential to the making of laws and the carrying out of public policy; and

WHEREAS, the Sparks City Council ~~desires to adopt~~ed procedures by which any citizen may learn more about the budget and governmental operations of the Ceity and its various departments and thereafter offer advice to the Ceity Ceouncil on the affairs of the Ceity; and

WHEREAS, the Sparks City Council desires to afford more formal recognition to the structure and operations of the existing Sparks Citizens Advisory Committee (SCAC), as contemplated in 1999 by Resolution Number 2553 ~~and~~ ~~updated in 2009 by Resolution Number 3162~~;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPARKS: :

1. Purpose:

The SCAC exists to provide essential citizen input to the City Council, and to engage and promote volunteerism in the City of Sparks.

The SCAC is to perform in a positive and collaborative manner to gather information and provide constructive feedback and suggestions to the Mayor and the City Council of Sparks on City programs, initiatives and any matter referred to the SCAC by the City Council.

While the SCAC receives updates from City departments and divisions periodically, the SCAC acts in an advisory capacity to the City Council, and shall not advise or otherwise engage in matters involving land use, zoning matters, political races, or matters not deemed appropriate by the City Council.

2. Membership:

- A. The Sparks Mayor and Sparks City Council members will make appointments to the SCAC. Members shall be residents of the City of Sparks, to include high school students, who have a desire to learn more about City government and a willingness to share their collective knowledge with others.
- B. A total of 13 members will make-up the SCAC. Membership to the SCAC is appointed in the following manner:
 - i. Two members from Ward 1, and one alternate
 - ii. Two members from Ward 2, and one alternate

- iii. Two members from Ward 3, and one alternate
- iv. Two members from Ward 4, and one alternate
- v. Two members from Ward 5, and one alternate
- vi. The Mayor will appoint three (3) members, from the following City boards and commissions, in any combination: Sparks Planning Commission ~~and~~ Sparks Parks ~~and~~ Recreation Commission, ~~and the Sparks Advisory Committee for the Disabled~~. If a total of three (3) appointments from one or all either of the above noted commissions are not possible, the Mayor may make as many at-large appointments as are necessary to achieve a total of three (3) appointments on the SCAC of any combination thereof.

- C. While it is general practice that Sparks City Council members make appointments from their respective wards, there may be circumstances that prevent that practice.
- D. Members shall serve a term that is coterminous with that of their appointing elected official, ~~subject to reappointment every two (2) years. In the event a member leaves the SCAC for any reason, before the end of the member's term, the sitting alternate shall be automatically appointed to the member's seat, unless otherwise directed by the appointing elected official.~~
- E. Membership on the SCAC shall be voluntary and without compensation.
- F. Three (3) unexcused absences from meetings of the SCAC during a calendar year by a member without the approval of the Chair will result in automatic termination of membership.
- G. If a member files as a candidate for election for any State, County, or City public office, such member shall take a leave of absence from the SCAC. Election to any public office shall result in automatic termination of membership with the SCAC.

~~A.~~ H. SCAC members serve at the pleasure of the appointing elected official.

The appointing elected official may therefore ~~remove their appointee from the SCAC for any reason or for no reason at all.~~

3. SCAC Recommendations:

- A. The SCAC ~~can may~~ provide, in writing to the City Council, constructive input, ~~g~~Guidance, or feedback on City programs and initiatives brought before the SCAC ~~and for~~ discussion.
- B. The SCAC Chair may also address the City Council during ~~one of the~~ regularly scheduled City Council meetings.

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- C. The SCAC Chair must give two weeks advance notice before appearing before the City Council.
- D. Formal SCAC recommendations to the City Council shall be made in the form of a ~~Resolution, and~~ Resolution and must include a tabulation of the number of members present and number of votes in support of or in opposition to the motion, along with members' names.

4. Officers:

- A. The SCAC will elect a Chair and, ~~Vice Chair, and Secretary~~ who will each perform the ~~—~~customary duties of their office. These officers shall be elected at the first meeting of the calendar year and shall each hold office for a term of one year or until their successors are duly elected. A special election may be held at any meeting to fill the time remaining in the term of an officer where there has been a resignation or other termination of membership of the SCAC.
- B. The SCAC Chair or, in his/her absence, the Vice Chair shall preside over the SCAC and act as the official representative of the SCAC to the City Council and shall present to the City Council the official opinions, advice, recommendations, and Resolutions of the SCAC. In the absence of both the Chair and Vice Chair, ~~the SCAC Secretary will — perform these functions, or the~~ SCAC may designate another member to perform these ~~-functions-~~.

5. Subcommittees:

- A. The SCAC may create such subcommittees as it deems necessary to adequately assess and evaluate issues coming before it and affecting the City. The Chair will appoint the members of any subcommittees, declare the scope of their activities, and determine a deadline for the completion of their tasks.
- B. Subcommittee reports will be voted on by the SCAC membership, as needed, and the report and the vote thereon communicated to the City Council.

6. Meetings:

- A. ~~The~~ SCAC meetings will be conducted by the Chair, or in his/her absence, by the Vice Chair or other designated person.
- B. Meetings are held once a month, or as determined by the SCAC Chair.
- C. Meeting locations are determined by the ~~SCAC Chair~~ City Manager or designee but must be limited to City of Sparks facilities.
- D. Special meetings may be called by the Chair.

E. The Chair ~~shall~~may identify the items to be brought before the SCAC for ~~discussion, and~~discussion.

F. A City employee shall serve as the Secretary of the SCAC and prepare the agenda for any regular or special meeting, prepare the minutes of any meeting, and otherwise ensure the orderly conduct of the SCAC's business.

G. The City Council or City Manager may direct items be placed on the agenda.

H. Robert's Rules of Order will be used to conduct all meetings to the extent not inconsistent with terms and conditions of this R~~r~~esolution.

I. Meetings of the SCAC are subject to all the provisions of the Nevada Open Meeting Law.

7. Liaison:

~~—A.~~ The City Manager's office shall ~~serve~~ice as a liaison between the SCAC and the Ceity departments and staff.

PASSED AND ADOPTED THIS _____ day of _____, 2020, by the following vote of the city council:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED this _____ day of _____, 2020, by:

Ronald E Smith, Mayor

ATTEST:

Lisa Hunderman, City Clerk

APPROVED AS TO FORM:

Chet Adams, City Attorney

