

## INDEX FOR POLICY CODES

<b>SECTION I – RULES OF ORDER</b>	<b>Pages</b>
I.A.1- Agendas	3
I.A.2- Request to Be on Agenda	3
I.A.3- Agenda Format	4
I.A.4- Order of Agenda	5
I.A.5- Executive Documents	6
I.A.6- GTAB Approved Actions for County Board of Commissioners	6
<b>SECTION II - MEETINGS</b>	<b>Pages</b>
II.M.1- Genoa Town Advisory Board Meetings	7
II.M.2- Recording of Meetings	7
II.M.3- Minutes	7
II.M.4- Conduct of Business	8
II.M.5- Board Officials	8
II.M.6- Presiding Officer-Duties	8
II.M.7- Attendance	8
II.M.8- Quorum	8
II.M.9- Vacancy	9
II.M.10- Procedures for Debate	9
II.M.11- Rules of Debate	9
II.M.12- Addressing the Board	10
II.M.13- Decorum	10
II.M.14- Enforcement of Decorum	10
II.M.15- Voting	10
II.M.16- Procedures for Debate during Public Hearing	12
<b>SECTION III – TOWN INFRASTRUCTURE</b>	<b>Pages</b>
III.T.1- Encroachment Permit	14
III.T.2- Snow Removal	15
<b>SECTION IV –FINANCE</b>	<b>Pages</b>
IV.FN.1- Purpose	16
IV.FN.2- Roles & Responsibilities	16
IV.FN.3- Accounting Procedures	17
IV.FN.4- Annual Budget	25
IV.FN.5- Town Activity/Event Procedures	26
IV.FN.6- Purchasing Procedures	28
IV.FN.7- Donations	28
IV.FN.8- Grants	30
IV.FN.9- Contracts/Agreements	30
IV.FN.10- Spending Limitations	30

<b>SECTION V – TOWN FACILITIES</b>	<b>Pages</b>
V.F.1- Purpose	31
V.F.2- General Facility Use and Rental Policies	31
V.F.3- Insurance and Permits	33
V.F.4- Fee, Discounts, Refunds, Cancellations, Payments of Deposits and Fees	33
V.F.5- Equipment	36
V.F.6- Genoa Park Facility	36
V.F.7- Town Hall/Kitchen	38
V.F.8- Town Meeting Room	38
V.F.9- Church	39

<b>SECTION VI – EVENTS</b>	<b>Pages</b>
VI.E.1- Purpose	40
VI.E.2- Town-Sponsored Events	40
VI.E.3- Process to Add Events	42
VI.E.4- Volunteers	42
VI.E.5- Standing Committees	42
VI.E.6- Budget	42
VI.E.7.-Contracts	43
VI.E.8- Permits and Licenses	43
VI.E.9- Publicity	43
VI.E.10-Insurance	43
VI.E.11-Planning Resources	43
VI.E.12-Resident Passes	44
VI.E.13-Evaluation	44

<b>SECTION VII – GENERAL</b>	<b>Pages</b>
VII.G.1-Reproduction	44
VII.G.2-Smoking Policy	44
VII.G.3-Public Information Officer	44
VII.G.4 Policies and Procedures	45

## **SECTION I – RULES OF ORDER**

### **I A.1- Agendas**

No action shall be taken on matters not appearing on the posted agenda.

All meetings will be posted by 9:00 a.m. at least 3 working days prior to the day of any public meeting, in compliance with the State of Nevada Open Meeting Law. The actual day of the meeting is not to be considered as one of the 3 working days. For example, a Tuesday meeting must be noticed no later than 9 a.m. Thursday of the preceding week; if the Monday before a Tuesday meeting were a legal holiday, notice would be posted no later than 9 a.m. on Wednesday of the prior week.

Agendas are to be posted at the Town Office, Genoa Post Office in Genoa, Clerk's Office in the Minden Inn, and Courthouse Building in Minden.

All meetings will be posted 3 to 5 days prior to a meeting on the marquee in front of the Genoa Town Hall.

Private mailing of the agendas may be requested any time for a year. The requestor will be notified of the 1-year time frame with the first mailing. The mailing list is updated once a year. Private mailings of the agenda will be:

- A. Delivered to the postal service not later than 9 a.m. of the third working day before the meeting for transmittal to the requestor by regular mail; or
- B. If feasible and the requestor has agreed to receive the public notice by electronic mail, transmitted to the requestor by electronic mail, sent not later than 9 a.m. of the third working day before the meeting.

**Adopted 1996/Revised 1999, 2000, 2004, 2007, 2008, 2010**

### **I A.2- Request to Be on the Agenda**

Requests to have items placed on the Town agenda shall be submitted at least 10 working days prior to the meeting, and, when possible, they should be in writing. Requests should be made to the Town Manager or to one of the Town Board Members. The Town Manager and Town Board Chair will set the Agenda. The Town Manager should be contacted for discussion of specific items as well as for the deadlines for inclusion of the item on the appropriate agenda.

In the case of Design Review requests, the Douglas County Community Development Design Review Process should be consulted.

**Revised 2009**

### **I A.3- Agenda Format**

#### **NOTICE OF REGULAR PUBLIC MEETING**

Date:

Time: 6:30 P.M.

Place: Genoa Town Meeting Room  
2289 Main Street  
Genoa, NV 89411

It is the intent of the Genoa Town Advisory Board to protect the dignity of citizens who wish to comment before the Board. It is also the Board's wish to provide the citizens of Genoa with an environment that upholds the highest professional standards.

Citizens should have the ability to freely comment on items and/or projects that are brought before the Board for action without interference. In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his or her opinion, it is requested that members of the audience refrain from making comments, hand clapping, or making any remarks or gestures that may interrupt, interfere with, or prevent the speaker from commenting on any present or future project.

Reports should be made to the Board prior to public comment or questions. Upon completion of the report, the Board shall entertain questions/comments from members of the public when recognized by the Board's presiding officer.

#### **Agenda**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

The Genoa Town Advisory Board reserves the right to take items in a different order, to accomplish business in the most efficient manner.

APPROVAL OF MINUTES

Regular Meeting

PUBLIC COMMENTS

This portion of the meeting is open to the public to speak on any topic not on today's agenda and must be limited to 3 minutes. For any item on the agenda, public comment may be permitted at the discretion of the Board's presiding officer, except where public hearing is legally required. The Genoa Town Advisory Board is prohibited by Law from taking immediate action on or discussing issues raised by the public that are not listed on this agenda.

ANNOUNCEMENTS AND CORRESPONDENCE

## CONSENT CALENDAR

All items shall include discussion and possible action. Consent items may be pulled at the request of Board Members wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

Motion to approve consent calendar.

## ADMINISTRATIVE AGENDA

This section of the agenda will include special presentations, advisory committee reports, and new and old business. This section will also contain the approval of the Comptroller's Report, unless the Board wishes to consider it as a consent item.

## ADJOURNMENT

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 Genoa Town Office in writing at P.O. Box 14, Genoa, Nevada 89411 or by calling 775-782-8696 at least 24 hours in advance of the meeting.

NOTICE: NRS 237: The Genoa Town Advisory Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion, which includes ratification of staff action taken pursuant to NRS 237.030 et seq. With respect to items on the Board's agenda, including without limitation the conclusion that each rule, ordinance, or regulation that is on the Board's agenda, including without direct and significant economic burden on a business or that directly restricts the formation, operation, or expansion of a business, and that each rule, ordinance, or regulation that is on the Board's agenda for which a BIS has not been prepared does not impose a direct significant economic impact on a business or directly restrict the formation, operation, or expansion of a business.

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

Posted: GTAB Agenda

Genoa Post Office, Town Office, Douglas County: Courthouse, Clerk's Office,

Others: Town Engineer, Record Courier, Sierra Sage

Agenda Requests:

Adopted 1996, 2000/Agenda format added 2004/Revised 2007, 2008, 2009, 2010

## I A.4- Order of Agenda

The Chair shall determine the order of business at meetings pursuant to these rules. The Chair on the Chair's own initiative, or the Board, by majority vote, may consider items out of sequence from the printed agenda.

If the Board wishes to adjourn to a later time, the Board must pass a motion specifying the date and time to which the regular meeting is being adjourned.

A motion to adjourn shall always be in order. When a motion is made and seconded to adjourn, any Board Member may state why it is improper for the Board to adjourn. That statement, however, shall not be debatable and shall not take more than two minutes.

#### **Order of Agenda added 2005**

##### **I A.5- Executive Documents**

The Chair shall sign all resolutions adopted and contracts approved by the Town Advisory Board at meetings at which the Chair is in attendance. In the event of the Chair's absence, the Vice Chair shall sign such documents as having been adopted and approved during the meeting at which the Vice Chair presided.

##### **I A.6- GTAB Approved Actions for County Board of Commissioners**

The Town Manager will present pertinent GTAB-approved actions to the Douglas County Board of Commissioners as agenda for their next meeting. Town Manager (and Board Chair, when requested) will attend and speak for the item.

**Adopted 2010**

## **SECTION II - MEETINGS**

### **II M.1- Genoa Town Advisory Board Meetings**

The regular meetings of the Genoa Town Advisory Board will be held on the first Tuesday of every month. The meetings will adjourn as promptly as possible. If a regular meeting day falls on a legal holiday, the meeting shall be held on the next business day or cancelled.

**Adopted 1996/Revised 2005**

Time of the regular meeting will be 6:30 P.M.

**Revised 2010**

The regular meetings of the Genoa Town Advisory Board will be held in the Town Meeting Room, unless otherwise posted.

**Adopted 1996/Revised 2000**

### **II M.2- Recording of Meetings**

Because of the historic nature of Genoa and the unique nature of its government, the meetings of the Genoa Town Advisory Board shall be recorded in an audio manner. The Board shall retain the recording, as well as the minutes of the meetings, for an indefinite period of time.

**Re-approved 2000, 2007**

### **II M.3- Minutes**

Minutes will include the requirements of motions. Discussions will be recorded in the minutes only upon written or verbal request of "for the record."

In accordance with the Open Meeting Law, the minutes will also include:

- A. The date, time, and place of the meeting;
- B. The names of the Board Members who are present and names of those who are absent;
- C. The substance of all matters proposed, discussed, or decided and, at the request of any Member, a record of each Member's vote on any matter decided by vote;
- D. The substance of remarks made by any member of the general public who addresses the body, if he or she requests that the minutes reflect his or her remarks or if he or she has prepared written remarks; a copy of his or her written remarks if he or she submits a copy for inclusion; and
- E. Any other information that any member of the body requests be included or reflected in the minutes.

**Adopted 1999/Re-approved 2000/Revised 2007**

## **II M.4- Conduct of Business**

The Board shall determine its own rules, order of business, and conduct of public meetings. To the extent it is not in conflict with these rules, the Board adopts Roberts Rules of Order. It shall be the policy of this Board that during meetings held to conduct the business of the Genoa Town Advisory Board the Chair of the Board, or any member acting as Chair, shall have the same rights and privileges to initiate motions, second motions, comment on motions, and vote as any other Board member, on any and all matters put before the Board.

**Adopted 1999/Re-approved 2000/Revised 2005**

## **II M.5- Board Officials**

Officers of the Board shall be: Chair and Vice Chair. In the absence of the Chair, the Vice Chair shall conduct the Board's business. In the absence of the Chair and the Vice Chair, the Town Manager shall call the Board to order. The Board Members present shall then elect a temporary presiding officer. When the Chair or Vice Chair arrives, the temporary presiding officer shall relinquish the chair when the business immediately before the Board is finished.

**Revised 2010**

The Chair and Vice Chair shall be elected annually at the first meeting in January. The Chair and Vice Chair shall be selected from its members by a majority vote of the Board.

**Adopted 2001/Revised 2002, 2003, 2005/Re-approved 2007, Revised 2010**

## **II M.6- Presiding Officer and Duties**

The Board Chair shall be the presiding officer of the Board. The presiding officer shall preserve strict order and decorum at all meetings of the Board. The Chair shall state every question coming before the Board, announce the decision of the Board on all subjects, and decide all questions of order. Any decision or ruling of the Chair may be appealed to the Board as a whole by request of any Board Member. The Chair shall call for roll call to see if the Chair shall be upheld. If the roll call loses, the Chair is reversed.

**Added 2005**

## **II M.7- Attendance**

No Board Member shall be absent more than 3 consecutive Regular Meetings, unless excused by the Chair upon request. Failure to comply constitutes forfeiture of the position.

**Revised 2002**

## **II M.8- Quorum**

A quorum shall consist of 3 Board Members. The minimum number of affirmative votes on any action is 3, as specifically set forth in the Nevada Revised Statutes.



## **II M.9- Vacancy**

If a vacancy occurs during the term of a Town Board Member, the Town Advisory Board shall solicit qualified applicants. The Town Advisory Board will review all applications and make recommendation to the Douglas County Board of Commissioners for appointment. An appointed Town Board Member shall serve the remainder of the term of the departed Board Member.

**Added 2006**

## **II M.10- Procedures for Debate**

On those issues requiring debate, the presiding officer shall state the issue before the Board. Unless the Board by consensus determines no report is necessary, the Town Manager shall have an opportunity to report on the issue and will respond to Board Member's questions. Board Members shall be allotted time to present their positions on any issue before the Board. Section M12 covers the proper method of addressing the Board. The Board may limit the amount of time allotted for discussion.

A motion and second on the issue will be allowed after all interested parties have had an initial opportunity to express their views. Discussion can continue after the motion is made, and seconded; however, after a motion is on the floor, except for questions from the Board, discussion shall be restricted to the Board Members.

**Revised 2010**

## **II M.11- Rules of Debate**

- A. GETTING THE FLOOR - IMPROPER REFERENCES TO BE AVOIDED. Every Board Member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine himself or herself to the questions under debate, avoiding all personalities and indecorous language.
- B. INTERRUPTIONS: A Board Member, once recognized, shall not be interrupted when speaking unless it is to call that Board Member to order. If a Board Member, while speaking, is called to order, the Member shall cease speaking until the question of order is determined, and if in order, shall be permitted to proceed.
- C. PERSONAL PRIVILEGE: The right of a Member to address the Board on a question of personal privilege shall be limited to cases in which the Member's integrity, character, or motives are questioned, or where the welfare of the Board is concerned. A Member may interrupt any other Member, if the Chair recognizes the "privilege."
- D. PRIVILEGE OF CLOSING DEBATE: The Board Member moving the adoption of any item shall have the privilege of closing debate.

## **II M.12- Addressing the Board**

Any person wishing to address the Board shall first secure permission of the presiding officer. The presiding officer may limit the length of time that a person is permitted to address the Board.

- A. WRITTEN COMMUNICATIONS: Interested parties or their authorized representatives may address the Board by written communications about matters under discussion.
- B. PUBLIC COMMENT: During the proper time on the agenda, citizens attending a regular meeting may address the Board on any matter concerning the Town's business or any matter over which the Board has control. Each person addressing the Board shall read their name and permanent address in the public record. Oral presentations shall not be repetitious and shall be confined to 3 minutes maximum duration unless otherwise altered by the Board. The Board will note the comments, but the Board shall take no action until and unless the item has been properly placed on the agenda.
- C. AFTER THE MOTION IS MADE: No person shall address the Board after a motion is made without first securing the permission of the Board to do so.

## **II M.13- Decorum**

- A. BY BOARD MEMBERS: While the Board is in session, the Members must preserve order and decorum. A Member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board, nor disturb any Member while speaking, or refuse to obey the orders of the Board or its presiding officer, except as otherwise provided.
- B. BY PERSONS: Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Board, or who interferes with the order of business before the Board, and who fails, upon request of the presiding officer to cease activity, shall be barred from further audience before the Board, unless permission to continue is granted by a majority vote of the Board.

## **II M.14- Enforcement of Decorum**

All orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Board meetings may be enforced by such means as are reasonable, including the removal of any person who violates the order and decorum of the meeting.

## **II M.15- Voting**

- A. A roll call vote must be taken upon request of any Member.
- B. ROLL CALL: The Town Vice Chair shall take roll call vote. The Vice Chair shall

rotate the order of calling on Members on a roll call, except that the Chair shall always vote last on a roll call vote. It shall not be in order for Members to explain their vote during the roll call.

- C. **PRECEDENCE OF MOTIONS:** When a motion is before the Board, and seconded, no motion shall be entertained except (1) to limit comment, (2) to adjourn, (3) to fix hour of adjournment, (4) to lay on the table, (5) to call for the previous question, (6) to continue to a certain day, (7) to refer, (8) to amend, (9) to postpone indefinitely, or (10) to divide the question. These motions shall have precedence in the order indicated.

**Revised 2010**

- D. **AMENDMENTS:** No more than one amendment to a motion is permitted. When an amendment is before the Board, the Board shall vote first on the amendment. After the amendments have passed or failed, the Board shall vote on the main motion.
- E. **MOTION TO TABLE:** The purpose of this motion is to temporarily by-pass the subject. A motion to lay on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting. A matter taken from the table cannot be acted upon if it does not appear on the published agenda.
- F. **MOTION TO CONTINUE:** The purpose of this motion is to delay consideration of a subject until a future time. A motion to continue should include the specific date when the subject shall again be considered.
- G. **MOTION FOR PREVIOUS QUESTION:** The purpose of this motion is to close debate on the main motion. It is undebatable, and no further discussion shall be permitted until the motion is acted upon. If the motion fails, debate is reopened; if the motion passes, then the Board shall vote on the main motion.
- H. **DIVISION OF QUESTION:** If the question contains two or more separate propositions, the Chair may or, upon a successful motion of the Board, shall divide the question.
- I. **WITHDRAWAL OF MOTION:** When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may to be withdrawn by the mover without the consent of the Member seconding it.
- J. **CONFLICT OF INTEREST:** When a Member determines he or she has a conflict of interest, the Member shall announce such a conflict at the beginning of the discussion, excuse himself or herself from the meeting, and refrain from discussing or voting upon the matter.
- K. **MEMBERS REQUIRED TO VOTE:** Members are required to vote on all issues placed before them, unless excused under the provisions of subsection (J) above.

- L. **RECORDING VOTES: TIE VOTES:** The minutes of the proceedings of the Board shall record each individual Member's vote on all items. Tie votes with less than a full Board will result in no action and the matter shall be considered at the next succeeding or future meetings so as to arrive at a conclusive vote when the entire Board is present. If 5 are present and the vote result is a tie due to an abstention or other reasons, the motion is defeated.
- M. **AFFIRMATIVE MOTION:** An affirmative motion that fails to carry shall be considered a denial and shall not require a motion for denial.
- N. **NEGATIVE MOTION:** A negative motion that fails to carry is not tantamount to approval and shall require the passage of an affirmative motion for approval.
- O. **MOTION FOR RECONSIDERATION:** A motion to reconsider any action taken by the Board may be made only on the day the action was taken, or at the next regularly scheduled meeting following the day when the action was taken, but only if that item is on the published agenda. It may be made during the same session or at an adjourned session. A motion to reconsider must be made by one of the prevailing side, but may be seconded by any Member. A question failing by virtue of a tie vote may be reconsidered by motion of any Member of the Board. The motion may be made at any time. It shall be debatable.

## **II M.16 - Procedures for Debate during Public Hearings**

The following shall be the procedures during public hearings:

- A. Written communications filed with the Town acknowledged and placed into the record;
- B. Staff report, if any, by the appropriate person and relevant questions by Members;
- C. Testimony by members of the public who support the item, not to exceed 15 minutes or such time as determined by the Board to be reasonably necessary to elicit testimony concerning the matter under consideration;
- D. Testimony by members of the public who oppose the item, not to exceed 15 minutes or such time as determined by the Board to be reasonably necessary to elicit testimony concerning the matter under consideration;
- E. Brief closing statement by the proponent initiator (limited to approximately 5 minutes);
- F. **DISCUSSION BY MEMBERS:** The order of recognition of Board Members desiring to speak, other than the Member who authored the item, shall be determined by the presiding officer. Each Member shall be allowed at least one opportunity to speak. The Member shall limit his or her comments to a reasonable period of time. Any comments of a Member in excess of 5 minutes may be limited by a motion to limit comment and immediate majority vote of the members present.

1. Motion and second.
2. Vote.

**Sections M7-8 M10-15 Added 2005**

## **SECTION III – TOWN INFRASTRUCTURE**

### **III.T.1 – Encroachment Permit**

DOUGLAS COUNTY CODE 18.02. Genoa Services require that the Town of Genoa provide certain services on a regular basis for its residents, with regard to drainage and streets/alleys/sidewalks (paved and unpaved roads) within the Town's boundaries.

All persons or entities or combinations of persons or entities proposing to construct or change existing infrastructure within the Town's boundaries, and utilizing Town roads or rights of way, need to apply for an Encroachment Permit from the Douglas County Community Development Department and from the Town of Genoa.

An Encroachment Permit authorizes the construction and placement of any regulated utility or drainage feature within a public roadway. No work, including grading, trenching, or construction of public or private utilities and drainage structures, is allowed within the public right of way, unless an encroachment permit has first been obtained.

The property owner or his or her authorized representative must tender a completed Encroachment Permit application and permit fee to the Town of Genoa on a form furnished by Genoa. An application shall be submitted not less than 5 working days before work is proposed to commence.

The application must contain the following information:

- A description of the work to be covered by the permit;
- A legal description of the land on which the proposed work is to be done and the street address or similar description that identifies and definitely locates the proposed work;
- Improvement plans, diagrams, studies, computations, specifications, and other data drawn to scale and clarity, to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules, and regulations. The applicant must provide a copy of any required permit of the plans to the Town of Genoa, to be reviewed by that agency.
- The signature of the applicant or the applicant's authorized representative;
- Any other data and information as the Town of Genoa or its designee must review the application, plans, specifications computations, and other data filed by an applicant for permit. If the Town finds that the work described in an application for a permit, and the plan, specifications, and other data filed with the application conform to the requirements of this code, and that required fees have been paid, the Town must approve an Encroachment Permit and provide the applicant with conditions, specifications, and testing requirements for all work approved under the permit.

All Encroachment Permit requirements stated in the Community Development title 20.840 shall be adhered to.

The contractor shall warrant in writing that the work will function as constructed for a period of at least 1 year or that the contractor will replace the failed work at no cost to the Town. The permittee is responsible for providing and maintaining barriers, barricades, lights, warning flags, and danger signs necessary for the protection of both vehicular and pedestrian traffic as prescribed by the Nevada Work Zone Traffic Control Handbook.

The Community Development Department issues the Encroachment Permit and inspects the completed work and also performs enforcement procedures for the projects.

The cost of the Town of Genoa's Encroachment Permit, payable at the time of permit application, will be \$80. If more than 1 hour of an engineer's time is required, those fees shall be collectible. Utility companies holding a franchise with the County are exempt from any town fee but must obtain an Encroachment Permit from the County.

**Revised 2007**

### **III.T.2- Snow Removal**

Snow will be plowed after an accumulation of 6 inches or sooner if needed. This can be recommended by the contractor and approved by the Town Manager.

Snow removal will begin anytime it is greater than 6 inches and coming down steadily, per the contract. A contract shall be in place by November 1<sup>st</sup> of each year.

**Adopted 1996/Revised 1998/Re-approved 2000/Revised 2002, 2006, 2008, 2010**

## **SECTION IV - FINANCE**

### **IV. FN.1 – Purpose**

The purpose of the financial policies and procedures is to manage and account for the Town of Genoa public funds and to plan and provide for adequate funding of services desired by the public and as required by the State and County laws, rules, or regulations.

### **IV. FN.2 – Roles and Responsibilities**

The Town of Genoa is a sub-entity of Douglas County, with the Town Board serving in an advisory role to the County Board of Commissioners. As mandated by NRS 269.590, the County Board of Commissioners solicits advice from the Town Advisory Board in the preparation of the fiscal budget. The Town will recommend for approval the Town's budget for the ensuing year. The County Board of Commissioners may allow the Advisory Board to control the Town's budget, which is a part of Douglas County's approved budget.

Town staff work in a seamless manner with the County Comptroller's office with regard to all fiscal matters for the Town, utilizing all County financial policies and procedures. The Town may adopt policies and procedures according to NRS 269.590, which allows for the Town to recommend its own ordinances and codes, with the understanding that the Town cannot mandate less stringent ordinances than those of County ordinances.

- A. **DOUGLAS COUNTY BOARD OF COMMISSIONERS:** Reviews and adopts the ensuing fiscal year budget, developed and submitted by the County Manager. This includes the Town of Genoa's proposed budget developed and submitted by the Town Manager and recommended by the Town Advisory Board to the County Board of Commissioners.
- B. **COUNTY COMPTROLLER:** Provides mandated and requested financial information, to promote operational efficiencies in accordance with prescribed law, County policies, and prudent financial management. Additionally provides quality financial-related services to internal and external customers in order to enhance the effectiveness and fiscal integrity of all County services and programs. Reporting directly to the County Manager, the Comptroller's Office provides fiscal administration and financial management through the following operational functions:
  - \* Budget development and monitoring
  - \* Revenue projections and monitoring
  - \* Capital project financing
  - \* Payroll processing
  - \* Accounts payable
  - \* Grants accounting
  - \* Enterprise/Internal service fund accounting
  - \* Room tax auditing
  - \* Internal/performance auditing



- \* Fixed asset inventory/accounting
- \* Debt management
- \* Staffing and budget

- C. **TREASURER'S OFFICE:** The Treasurer is the property tax collector for the County of Douglas; Towns of Minden, Gardnerville, and Genoa; Douglas County School District; the State of Nevada; and other taxing entities within Douglas County. The County Assessor sets the assessed valuation, and the County Commission sets the tax rate for the County, Towns, and some districts. Other tax rates are set by the individual taxing entities, with final approval by the State's Department of Taxation.

As the "banker" for Douglas County, the Treasurer's Office is also responsible for collecting all other money due other County departments, such as fees for services, licenses, and revenues from bond issues and special assessments. The Treasurer issues treasury receipts for all monies deposited, distributes the deposits by fund, and invests surplus monies until they are needed for County operations.

As the "investment officer" for Douglas County, the Treasurer directs the investment of public funds for the County. Such investments are strictly governed by sound written policy and are in accordance with State laws.

- D. **TOWN ADVISORY BOARD:** The Town Advisory Board participates in the development of the Town budget with the Town Manager. The budget reflects the priorities of the Town Board as identified through the Strategic Planning and Annual Work Plan process. The budget must be approved in a timely fashion by the Town Advisory Board for final adoption by the County Board of Commissioners before the beginning of each fiscal year as prescribed by state law.
- E. **TOWN MANAGER:** The Town Manager is responsible for preparing the fiscal budget for a 1-year fiscal cycle beginning July 1 and ending June 30 of the following year. The Town Manager will submit budgetary reports developed by the County Comptroller's Department to the Town Advisory Board on a monthly basis.

#### **IV FN.3 – Accounting Procedures**

The Town's accounting procedures include all policies and procedures mandated by the County. Documents available for tracking expenditures and revenues include the Annual Budget Document; the Monthly Financial Management Budget Listing; the AS 400 Access Program, which provides up-to-date posted information from the County Comptroller's office; and the Weekly General Ledger Distribution of Invoices paid. The Town tracks expenditures and revenues through a Book of Accounts Ledger, which is reconciled on a monthly basis with the County Comptroller's Performance Budget Listing.

- A. **DEPOSITS:** Deposits are made using the Genoa Daily Deposit Detail form. Funds are designated on the deposit form showing the G.L. account(s) to be credited. The deposit should be itemized listing currency, coin, checks, and account balances with the total amount being deposited. The deposit form is submitted to the Treasurer's office, where the monies are verified and a Treasurer's Receipt for

deposit is received. Deposits are to be made in accordance with the County's "Central Cashiering Ordinance" as follows: Make deposit if the amount of funds received total \$100 or more; checks are to be deposited and not held for any reason; all monies received must be deposited in the form in which they were received; monies received must not be used to pay bills or be used in any other type of transaction. It is against County policy for an official or employee of Douglas County to cash checks from public funds, and he or she shall refuse to cash from public funds any check drawn by a private individual or a County official or employee, whether or not there is any reason to doubt that such check will be honored. The current Treasurer policy is that the office may only cash employee personal checks that do not exceed \$50.00.

- B. **PAYMENT OF INVOICES/CLAIMS:** All invoices are paid through the County claims program. Statements or copies of invoices will not be accepted. When invoices are processed for payment, a vendor number is required and is issued by the County Comptroller's office. Invoice amounts are charged to specific and appropriate general ledger expenditure accounts. Documents to support the expenditure may be required by the Comptroller's office before payment will be issued. After the claim form is prepared, a form from the AS-400 program is prepared and attached to the claim. After approval signatures are received, the claim is copied for office files, and the original is submitted to the County for payment. Payment can take up to 30 days to be processed. The Town Manager is authorized to spend from the approved budget without Town Advisory Board approval.

**Revised 2010**

- C. **AUTHORIZATION TO PAY INVOICES/CLAIMS:** Authorization to pay invoices must be obtained from one Town Board Member, after review and signature is received from the Town Manager.

**Revised 2010**

- D. **PETTY CASH:** The purpose of petty cash is for minor disbursements, making change, or other similar uses. The Town will follow the Petty Cash Procedures set forth by the Douglas County Administrative Policies and Procedures No. 300.05. Additionally, a "Received of Petty Cash Form," as well as documentation of the petty cash distribution on the Petty Cash Reconciliation Statement and Disbursement Report, must be completed each time funds are requested for purchase. On the last working day of each month, or more often if necessary, the Petty Cash Reconciliation Statement and Disbursement must be reviewed and completed, and a report issued for the purpose of requesting reimbursement to the Petty Cash fund. A claim must be completed and must accompany the Reconciliation. The Petty Cash check is cashed by the Town Manager. The Petty Cash Count Sheet must be completed and reconciled when the reimbursement of funds is received. The Office Assistant II shall complete the Petty Cash Reconciliation. Responsibility for management and operation of the fund will be that of the Office Assistant II. It is the responsibility of the Town Manager to ensure that the fund is properly maintained. Authorization for purchase utilizing Petty Cash is obtained from the Town Manager before making a purchase. In the absence of the Town Manager, authorization may be obtained from the Office Assistant II. All reimbursements will require a receipt or itemized ticket signed and

marked paid by the vendor. The purchaser signs a "Received of Petty Cash Form." The signed form is placed in the fund box. All cash and receipts or other applicable documents of the fund should be secured and safeguarded in the office safe.

**Revised 2010**

- E. RECEIVING CASH, CHECKS, OR CREDIT CARDS: Douglas County Code on Central Cashiering Chapter 3.03 must be adhered to when handling cash, checks, or credit cards. These guidelines and policies have been compiled by the Douglas County Treasurer's office to present an overview of the Treasurer's office procedures, banking functions, and services. The following policies presented in this document are to assist in working with the County Code; however, they are not complete. For further information, it is essential to review the Chapter in its entirety.

DOUGLAS COUNTY CASHIERING GENERAL GUIDELINES

SECTION 1: RECEIVING CASH AND CHECKS:

The function of receiving money is a very important one in the County. This function includes one or more of the following distinct areas of responsibility:

- To receive payments from customers, which can be cash, check, or other form of money
- To establish and maintain good customer relations
- To perform operations according to established County and departmental procedures
- To protect the assets of the County through sound accounting, reporting, and loss-prevention practices
- To deposit all monies received and complete all cash receipt forms promptly and accurately and to balance cash daily.

RECEIPT OF CASH

- Care must be taken when accepting cash. Once the customer is done, that's it.
- Talk through the transaction with the customer.
- Take your time in counting cash, and double-count large amounts and payments that involve many bills.
- Count the money back to the customer when giving change.
- Keep money received out of your cash drawer until the transaction is complete.
- Do not do two transactions at once; i.e., don't make change in the middle of taking a payment, even for the same customer.
- Receipts must be given for all payments.
- Cash should be immediately placed in a secured area as soon as the transaction is complete; at a minimum a cash box should be used.
- Inspect large bills closely (i.e., \$50 and \$100) for counterfeit.

## RECOGNIZING CURRENCY

The United States Treasury Department has the responsibility for issuing currency for the United States. U.S. currency takes the form of notes engraved on special paper and comes in seven denominations, each bearing a portrait of a different famous American.

These are as follows:

### List of U.S. Currency

Denomination	Portrait
\$1.00	George Washington
\$2.00	Thomas Jefferson
\$5.00	Abraham Lincoln
\$10.00	Alexander Hamilton
\$20.00	Andrew Jackson
\$50.00	Ulysses S. Grant
\$100.00	Benjamin Franklin

In addition, the face of a currency bill contains key elements: the denomination, Federal Reserve Bank seal, serial number, and Treasury Department seal. The reverse side of a bill is similar for all denominations. Each bill's value designation appears in ten places on the bill. The Great Seal of the United States appears in the center of the bill, under the words "In God We Trust."

Look at a dollar bill and take special notice of the following parts as you handle it:

- The value amount of each bill is numerically posted on all four corners on both sides.
- The value is written out across the bottom of the face side.
- The Federal Reserve seal appears to the left of the portrait, which is embossed over the written dollar amount.
- The unique serial number of the bill appears in both the lower left portion and the upper right portion on the face of the bill.
- The number of the Federal Reserve district that issued the bill appears near all four corners on the face of the bill.
- Denominations of \$10, \$20, \$50 and \$100 have a unique strip running the height of the bill just left of the portrait. This strip can be seen by holding the bill to the light.

## RECOGNIZING COUNTERFEIT CURRENCY

Assure yourself that each bill is genuine. When accepting higher denomination bills, be sure to look for the security features shown below. Pen detectors are available from the Treasurer's Office for a minimal cost. Counterfeit currency that is not recognized will be confiscated by the Treasurer's Office or the bank and may be charged back against your fund and/or account

## The Redesigned Currency



Click or go here <http://www.moneyfactory.gov/newmoney/main.cfm/currency/aboutNotes> for more information and security feature information for the above currency.

### HOW TO HANDLE COUNTERFEIT CURRENCY

- Do not put yourself in danger.
- Do not return the note to the passer.
- If you receive a counterfeit bill, hold on to it and delay the person while you or someone else calls the Sheriff's office if possible. You may also send someone to the bank for verification.
- Write down a description of the person who gave you the bill and their vehicle and license plate, if possible.
- Write your initials and the date on the suspected currency and put it in an envelope to preserve the fingerprints on the bill.
- Telephone the Sheriff or the U.S. Secret Service.

### MUTILATED MONEY

There are specific federal banking regulations for redemption of bills that are unfit or mutilated. A bill must be greater than 1/2 (50%) intact and in such condition that the denomination and full serial number can be determined for it to be acceptable. Any bill without these minimum characteristics should not be accepted. Mutilated coins that are punched, clipped, plugged, or not readily identifiable, as well as Canadian and other foreign coins should not be accepted. Customers with mutilated money can be referred to: Dept. of the Treasury, OCS/BEPA, Room 344, P.O. Box 37048, Washington, D.C., 20013.

### SECTION 2: CHECKS

- Persons making payments shall be advised to make checks payable to the applicable office, not to the person holding the office.
- Cash should never be given back as change to a customer for a personal check, company check, or cashier's check.
- All cash, coin, and checks received shall be immediately placed into a lockable cash drawer for safekeeping.

- If funds are held overnight, all cash drawers and or vaults shall be locked.
- Check endorsement information, including the name of the department and bank account number, must be placed on the back of the check at the top 1.5 inches. The rest of the check must be left clear for the bank's stamps. Endorsement stamps are provided for each department by the Treasurer's office with the appropriate wording.

#### CHECK TERMINOLOGY

- A check is issued to transfer funds from one party to another.
- The term "negotiable instrument" means that when properly endorsed, the check is payable to the holder when presented at the issuer's bank.
- The drawer or "maker" is the party issuing and signing the check.
- The drawer may be one or more individuals acting on their own behalf, or the drawer may be one or more individuals authorized to act on behalf of a company, corporation, partnership or municipality.
- The drawee is the party upon whom the check is drawn, primarily a bank.
- The payee is the party to whom payment is made.
- The check can be payable to one or more individuals, to a business, corporation, partnership, municipality, or government agency. When accepting checks for the department/county, always ask the customer to write "Douglas County (office/department)" as the payee.

#### RETURNED ITEMS

Frequently checks deposited are returned unpaid by the maker's bank. The reasons for returned checks include:

- Insufficient funds (NSF)
- Account closed
- Payment stopped
- Unable to locate
- Signature missing
- Refer to maker

When a check is returned, the County's account with the bank is charged for the item. The Treasurer's Office will automatically redeposit the returned item unless specifically instructed otherwise, either by the maker or by the originating department. If the item is returned a second time, the Treasurer's Office will determine from which department the check came and create a reversing Treasury Receipt, charging that department for the returned item and any associated bank charges. It is then the Town's responsibility to adjust their records and, following departmental procedures, attempt to recover the original payment amount, along with a \$20.00 returned item processing fee.

#### SECTION 3: COUNTING CURRENCY, COINS, AND CHECKS:

To ensure consistent accuracy, the following method should be used to count currency. In a secure area:

- 1.) Separate the cash and the checks.
- 2.) Separate each denomination of cash, with faces of the currency going the same direction.
- 3.) Count and bundle, if applicable, the cash as follows:

**CURRENCY**

Denomination	Bundle & Count
\$ 1.00	<b>\$1 x 25 by rubber band = \$25.00</b>
\$ 5.00	\$5 x 20 by rubber band = \$100.00
\$ 10.00	\$10 x 25 by rubber band = \$250.00
\$ 20.00	\$20 x 25 by rubber band = \$500.00
\$ 1.00	\$1 x 100 by bank \$ band = \$100.00
\$ 5.00	\$5 x 100 by bank \$ band = \$500.00
\$ 10.00	\$10 x 100 by bank \$ band = \$1000.00
\$ 20.00	\$20 x 100 by bank \$ band = \$2000.00
\$ 50.00	\$50 x 20 by bank \$ band = \$1000.00
\$100.00	\$100 x 20 by bank \$ band = \$2000.00

Note: Bank \$ bands can be obtained from the Treasurer's office or your bank.

**COIN**

As with counting currency, establishing a set routine for counting coins will ensure accuracy. When possible, coins are stored in coin wrappers, or rolls, for easier and more accurate handling. These wrappers can be obtained from the Treasurer's office or your bank. Count each coin. Do not count by building a stack and then comparing the height of other stacks. When you open a wrapper of coins, always empty the whole package into the coin drawer or coin machine, and verify its contents. While you are not required to accept rolled coins as payment, inevitably you will receive them. As a matter of courtesy, rolled coins may be accepted in a reasonable quantity.

Six kinds of U.S. coins are issued as follows:

Value	Name	Metal Content	Roll / Count
\$.01	Penny	Bronze (copper/zinc)	50 in a roll = \$.50
\$.05	Nickel	Nickel and copper	40 in a roll = \$2.00
\$.10	Dime	Copper/nickel alloy	50 in a roll = \$5.00
\$.25	Quarter	Copper/nickel alloy	40 in a roll = \$10.00
\$.50	Half Dollar	Copper/nickel alloy	40 in a roll = \$20.00
\$1.00	"Silver Dollar"	Copper/nickel alloy	20 in a roll = \$20.00

Note: Susan B. Anthony dollars are easily mistaken for quarters. Use caution.

## CHECKS

When preparing checks for deposit, you may group all checks together in a bundle. Each bundle or group can include up to 100 checks. For each bundle of checks, run two calculator tapes. One tape will stay with the group of checks, with an endorsement stamp on the tape for delivery to the bank. Each check must also be endorsed on the back with the stamp provided by the Treasurer's office. The second tape remains in the Treasurer's office attached to the daily deposit recap.

Always double-check your balance tape and revenue summary before depositing money in the bank or with the Treasurer.

### SECTION 4: DEPOSIT SLIP OR REVENUE SUMMARY

1.) Fill in the deposit slip or revenue summary as follows:

Currency: The amount of the total currency being deposited.

Coin: The amount of total coin being deposited.

Checks: For revenue summaries list the total amount of checks delivered. For bank deposit, list each bundle separately on the deposit slip. In the "list each check" slot, write the total number of checks that are in each bundle and the corresponding dollar amount.

2.) Put all the currency, coin, and checks in deposit bag(s) along with the completed deposit slip or revenue summary and give to the person responsible for making the deposit, either with the bank or Treasurer's office.

3.) After the deposit is made, the person responsible for making the deposit will bring back either a bank receipt or a Treasurer's receipt. The original preparer then checks for correct posting and attaches the receipt to the appropriate copies for filing.

### SECTION 5: RECEIVING MONEY FROM A CUSTOMER

#### RECEIVING CHECKS, CURRENCY, AND COINS

Following are the steps to be used when receiving currency and coins from a customer:

- Put away all currency and coins from the last transaction before starting a new transaction.
- Count all cash and coins in the presence of the customer.
- Separate the currency from the coins.
- Count the currency before the coins.
- Count each currency denomination separately.
- Separate coins into denominations.
- Count each coin denomination separately.
- Verify the grand total against the amount listed on the billing or invoice.



- If any discrepancies exist between your total and the customer's total, count the money again. If a discrepancy still exists, ask your supervisor to count the money.

## MAKING CHANGE

Giving change to a customer is one of the most important jobs of a cashier. If the amount given to the customer is incorrect, either the customer will feel cheated or the department will lose revenue. Either way, the cash drawer will be out of balance at the end of the day. To be certain that the amount given to the customer is correct, change should be counted at least two times—once when you count it out of the cash drawer and a second time when you count it back to the customer. Below is an example of how to count back change:

Example: The customer's bill was \$67.31 and he or she gave you \$100.00

**Golden Rule: Do not put amount received away prior to making change.**

- 1.) Cashier: "Your bill was \$67.31 out of \$100.00. Your change is \$32.69."
- 2.) Count \$32.69 out of the drawer.
- 3.) Count change back as follows:

(count four pennies)	67.32, 33, 34,	\$ 67.35
(count one nickel)		\$ 67.40
(count one dime)		\$ 67.50
(count two quarters)	67.75	\$ 68.00
(count two ones)	69.00	\$ 70.00
(count one ten)		\$ 80.00
(count one twenty)	and	\$100.00

*"Thank you"*

- Give the customer the receipt.
- Put the amount received in the drawer.
- Close and lock the drawer.

## IV FN.4 – Annual Budget

The Town of Genoa develops and recommends to the County Board of Commissioners the Town's annual budget based on the State of Nevada Revised Statutes Chapter 354, the Nevada Administrative Code, and Douglas County regulations. The Town Manager submits to the Town Advisory Board a proposed budget for the ensuring fiscal year. A modified zero-based methodology is used to prepare the budget. The budget is prepared on a line-item (account) basis by fund and department, using historical trends and management experience. Every revenue and expenditure account is reviewed when preparing the budget. It is the policy of the Town of Genoa to submit a budget proposal that is balanced. A balanced budget will be approved and recommended by the Town Advisory Board to the County Board of Commissioners by March of each year. A contingency reserve of 3% of operating expenditures is to be funded from operating revenues in the General Fund and Special Revenue Funds. An Ending Fund Balance of 8.3% of operating revenues is to be maintained in the General Fund and Special Revenue Funds.

- A. **FUNDING SOURCES:** Funding is derived from the following sources:
- Property taxes
  - State consolidated taxes
  - Recreation fees
  - Candy Dance
  - Genoa Cowboy Poetry & Music Festival
  - Interest on investment
  - Facility rentals and leases
- B. **BUDGETING PROCESS:** The fiscal budget is prepared by the Town Manager for a 1-year fiscal year beginning July 1 and ending June 30 of the following year. The proposed budget is reviewed by the Town Advisory Board in March and forwarded to the County Board of Commissioners for final review and approval prior to the beginning of each fiscal year. Budget development instructions and a calendar is distributed and managed by the County Comptroller's office.
- C. **MID-YEAR REVIEW:** In January, the Town Manager presents a mid-year budget review to the Town Advisory Board. This provides the Town Advisory Board with updates on items that may potentially impact the various funds that may have been unforeseen at the time of the original budget adoption process. Adjustments, if needed, to budget revenues and expenditures based on actual results during the first half of the fiscal year can be recommended to the County Board of Supervisors.

#### **IV FN.5 – Town Activity/Event Procedures**

- A. **CANDY DANCE:** Candy Dance activities that require cash collection include the parking lots, candy sales, merchandise sales, overnight camping, shuttle buses, soda booths, dinner dance, and ice sales. This may vary year to year, depending on program/activities planned. Petty cash of up to \$4,000 is utilized to fund the starting cash for these various activities. A volunteer serves as the Candy Dance Treasurer. The role of the Candy Dance treasurer is to work with the Town Manager and Douglas County Treasurer's office to implement a safe process to distribute and collect cash for each Candy Dance activity area throughout the Candy Dance weekend.
- i. Cash Collection Documentation – A Cash Collection Summary is contained in an Excel workbook which contains the following tabs:
1. Master Cash Collection Form
  2. Three-year trend information by activity
  3. Collection details—contains the following about each cash pickup:
    - Day
    - Time
    - Amount
    - Vendor location
    - Volunteer initials
    - Daily summary totals of the individual cash totals by activity

4. Starting cash – Details about the starting cash provided to each activity area.
  5. Bank deposits – Lists the bank deposit bag number and amount that will be deposited with the Douglas County Treasurer at the end of each day.
  6. Other tabs can be created for special analysis requests.
- ii. Treasurer Committee Volunteers and Their Role – A minimum of six volunteers are needed for the Treasurer’s committee. They assist with the distribution, collection, and deposits of cash during the Candy Dance event. The Candy Dance Treasurer and Committee prepare starting cash packages for each activity area. Throughout the event, the Candy Dance Treasurer and Committee distribute and collect cash, providing signed receipts after cash is counted. Cash is always handled by a minimum of two people. Cash is verified and logged onto the Collection Summary form. Receipts are filed by the activity volunteer. Working with the County Treasurer, deposits are made on a daily or as needed basis.

B. TOWN EVENTS: In addition to Candy Dance, the Town sponsors as many as 15 events throughout the year. They include (1) St. Patrick’s Day, (2) Genoa Cowboy Poetry and Music Festival, (3) Easter Egg Hunt, (4) July Fourth Chicken Barbeque, (5) Community Garage Sale, (6 - 9) the 3 Summer Concerts in the Park, (10) Old Time Music Festival, (11) the Halloween Party, (12) and (13) Caroling/Tree Lighting, (14) Christmas in the Sierra Concert, and (15) Breakfast with Santa. Each event has an approved budget and in some cases projected revenues to be realized. The events are organized and implemented by a volunteer Chair and committee. The budget for each respective event is reviewed by the Town Manager with the event’s volunteer Chair. Policies and procedures to purchase supplies and collect cash are reviewed with the volunteer Chair as well. When purchasing supplies, it is important to ensure that the Town is not charged sales/use taxes. Pursuant to NRS 372.325 and related statutes, the Town of Genoa has been granted sales/use tax–exempt status. A State Department of Taxation letter is available for staff and volunteers to be submitted to stores or vendors at the time of purchases. At the conclusion of the event, the Chair develops an evaluation, including a budget overview of the event expenditures and revenues, if applicable. All expenditures must include receipts. An event cannot exceed the budgeted funds allocated for that event unless previously approved by the Town Manager and/or Town Advisory Board.

**Revised 2010**

C. CONTRACT CLASSES: The Town provides special-interest classes on a contractual basis to the public. Classes are ongoing, with registration taken on a quarterly, monthly, or per-class basis. Registration can be taken by the instructor or by Town staff; however, all registration forms and fees must be submitted to the Town office. Instructors receive 90 to 70 percent of the fees collected per person, with the Town receiving 10 to 30 percent. Instructors submit an invoice for payment on a monthly basis.

- D. FACILITY RENTALS: The Town provides rental facilities for the general public. These facilities include Genoa Park, the Town Hall, the Town Hall's kitchen, Town meeting room, and the Community Church. Fees and charges are developed to offset, cover, and subsidize expenses incurred by the Town in the provision of facility rentals. Rental rates increase 4% each year with the beginning of each calendar year, including all lease agreements. Five categories have been established for the purpose of determining fees and charges for the rental of Town facilities. Category status is determined when application is made. These categories can be found in the *Facility Policies and Procedures*. Rate discounts are also available, which are referenced in the *Facility Policies and Procedures*. A minimum deposit of 50% of the total rental fees is required with the signed application. All fees and charges are due 30 days before the rental. If the rental date is less than 30 days before an event, payment of 100% of fees is required. If the facility is left in satisfactory condition as received, the deposit will be refunded. Deposits will be refunded by check from Douglas County, payable to the applicant within 30 days upon completion of the reservation. This refund includes payments made with a debit or credit card. For those rentals in which there are damage or cleaning issues, the deposit will be partially or fully held. On a biannual or annual basis, all deposits (church, Town Hall, etc.) that were not refunded will be transferred to a facility revenue account. There will be no charge for use of Town facilities related to a funeral of a resident who lived or owned property in the Town. For further information, please refer to *Facility Policies and Procedures*.

#### **IV FN.6 – Purchasing Policies and Procedures**

Purchasing policies and procedures have been established by Douglas County. Please refer to the *Douglas County Policies and Procedures Manual* when purchasing goods or services. Purchasing Policies and Procedures are found in section 300.19 of the *Douglas County Policies and Procedures Manual*. This function is provided to purchase goods and services needed to accomplish the Town's mission. Purchases are to be made in a timely and efficient manner, aimed at obtaining the best, most suitable product at least cost for the Town and its residents, in accordance with applicable laws, policies, and procedures.

When supplies are purchased, it is important to ensure that the Town is not charged sales taxes/use taxes. Pursuant to NRS 372.325 and related statutes, the Town of Genoa has been granted sales tax/use tax-exempt status. A State Department of Taxation letter is available for staff and volunteers to submit to stores or vendors at the time of purchases.

#### **IV FN.7 – Donations**

This policy is established in order to make certain that the acceptance of a contribution is made in a timely, consistent manner and that the contribution is appropriate to the mission of the Town and its services for the community. Community support for the Town of Genoa is essential to the Town's future, whether it is service, product, time, or money that is being contributed. The Town of Genoa is a nonprofit governmental corporation, serving under State and County laws and codes. The Genoa Town Advisory Board reserves the right to accept or decline acceptance of any donation.

Once a donation is accepted, it becomes the sole property of the Town of Genoa. The Genoa Town Advisory Board reserves the right to decide upon the disposition of all donations received. However, requests for the use of the contribution are encouraged and considered.

- A. **FINANCIAL DONATIONS:** Monetary donations to the Town of Genoa are welcomed and appreciated. Donors may earmark monies for the purchase of specific materials, supplies, equipment, furnishings, programs, and other items, according to the Town's needs. Donors may also request that the Town Advisory Board select the appropriate use of the donation. For accountability purposes, donations are to be credited to appropriate Town accounts. Donations must be received and approved by the Town Advisory Board and may not be managed informally.
  
- B. **NONMONETARY DONATIONS:** Non-monetary donations may include tangible items or donations of time or service for the betterment of the Genoa community. Tangible items may include, but not be limited to, Park amenities (benches, plants), equipment/furniture (computers, refrigerators, trucks, tables, desks), supplies (decorations, kitchen utensils, and office), etc. Services may include construction or maintenance assistance, accounting support, and event volunteer support.
  
- C. **RECOGNITION PROGRAM:** The Town of Genoa will formally thank donors. A tiered recognition program is established to acknowledge financial donors or those donations that can be monetarily substantiated for recognition purposes. Donation of services or time will be recognized on an individual basis as is appropriate. The tiered program is as follows:
  - i. **Bronze** – Donation of \$100 to \$1,499  
Recognition provided in the quarterly *Genoa Newsletter* for a period of 1 year.  
Recognition at Town Advisory Board Meeting, with a presentation of a Certificate of Appreciation
  
  - ii. **Silver** - Donation of \$1,500 to \$4,999  
Recognition provided in the quarterly *Genoa Newsletter* for a period of 1 year.  
Recognition at Town Advisory Board Meeting and/or other event as appropriate, with a presentation of a Special Plaque of Appreciation
  
  - iii. **Gold** – Donation of \$5,000 to \$9,999  
Recognition provided in the quarterly *Genoa Newsletter* for a period of 1 year.  
Recognition at Town Advisory Board Meeting and/or other event as appropriate, with a presentation of a Special Plaque of Appreciation
  
  - iv. **Platinum** – Donation of \$10,000 or greater  
Recognition provided in the quarterly *Genoa Newsletter* for a period of 1 year. Recognition at Town Advisory Board Meeting

and/or other event as appropriate, with a presentation of a Special Plaque of Appreciation

Donations less than \$100 shall be recognized as identified by the Town Manager and are subject to the requirements of the Town's donation policy. Donors shall be acknowledged within the precious-metal color system described above, as well as on a display of named donors within the Town Offices and/or Meeting Room. A letter of thanks shall acknowledge all donations. Receipts for donations shall be provided upon request.

#### **IV FN.8 – Grants**

As part of the annual budget process, the Town Advisory Board may approve funds in the budget that specifically allow the Town Advisory Board to direct funds toward worthy projects or programs that the Board deems is beneficial to the Genoa community. Requests for grants from the Town shall be submitted to the Town Manager no later than the first week of February. Recommendations for funding will be submitted to the Board at its March meeting. The following criteria shall be utilized when consideration is given for funding:

- i. Local nonprofit charitable organizations located within the Town of Genoa offering programs and/or services that benefit the Genoa community.
- ii. Regional nonprofit charitable organizations located within Douglas County and offering programs and/or services that benefit the Genoa community.

#### **IV FN.9 – Contracts/Agreements**

All agreements and contracts must be approved by the Town Advisory Board and filed in the Town's offices. Such a document will not be removed from the Town's office once the Town Advisory Board has signed it. The contract is not valid until signed by the Board and a second party or parties and until all required documents outlined in the document are received and in place at the Town offices.

#### **IV FN.10 Spending Limitations**

The Town Manager shall have the authority to authorize expenditures, not to exceed \$1,000, without Genoa Town Advisory Board approval. Such expenditures shall be within budget guidelines established by the Board. In addition, such expenditures shall be for individual items and shall not be segmented to circumvent this provision. Claims for payment made to Douglas County shall be signed by one Board member.

**Adopted 1999, Revised 2001, 2003, 2007, 2008, 2010**

In an emergency, the Town Manager will follow the emergency contracts procedure in NRS 332.112 and report any emergency purchasing action taken to the Town Board at its next regularly scheduled meeting.

**Added 2007, Revised 2008**

**Section Revised 2009**

## SECTION V - TOWN FACILITIES

### V.F.1 – Purpose

The Town of Genoa offers a historical setting, with facilities that include Genoa Park, the Town Hall, kitchen, Town meeting room, and the Community Church. The goal of facilities is to provide unique places for people and the community to gather and to promote economic prosperity. Policies and procedures have been developed to ensure a safe and positive experience while visiting or renting the Town facilities.

### V.F.2 – General Facility Use and Rental Policies

- A. Applications are on a first-come, first-serve basis and are only accepted from persons 21 years of age and older on official forms provide by the Town of Genoa.
- B. The Town of Genoa activities and/or sponsored events will retain first priority for use of facilities.
- C. All reservations are subject to a 2-hour minimum.
- D. Town facility rentals are available beginning at 7 a.m. and ending at 12 a.m., at which time all users must vacate the building and premises.  
**Added – December 2008**
- E. All applications for use will be made not less than 10 working days or not more than 365 days prior to the proposed use of the facility. The Town staff may approve applications with less than 10 working days' notice; however, all fees and insurance will be required at the time of application. It is the sole discretion of the Town Manager to approve applications with less than 10 working days' notice.
- F. Written notification of a change or cancellation of an application or reservation is required and must be mailed, emailed, walked in, or faxed to the Town of Genoa.
- G. Applicants must adhere to all local, state, or federal laws and codes during use of a Town facility.
- H. It is important to observe maximum capacity of Town facilities established by the East Fork Fire Department. Events that exceed maximum limits may be shut down, and the group will forfeit deposits and risk suspension of future reservations.
- I. If the sheriff or fire departments are called out to an event, the applicant may be responsible for additional charges and risk suspension of future reservations.
- J. User agrees to indemnify and hold harmless the Town of Genoa from any liability arising from the use of facilities.
- K. User will be responsible for facilities during rental and will leave the facility in the condition in which it was found. User will be charged for any damage incurred during reservation.

- L. New and/or significant uses creating major impacts on Town facilities will be reviewed on a case-by-case basis by the Town of Genoa Advisory Board, as recommended by the Town Manager.
- M. No use of staples, tacks, nails, glue, or tape on Town facilities is allowed.
- N. No modifications or changes will be made to any equipment or facility utilized for a rental.
- O. Any amplified music or public address systems require review. Each request will be evaluated on a case-by-case basis. If approved, the Town retains the right to require the sound to be turned off. There is no music after 10 p.m.
- P. Smoking is prohibited inside Town facilities.
- Q. Smoke machines are not allowed in Town facilities.
- R. No open flames of any kind, including lighted dripless candles are allowed. Tea candles are allowed, housed in glass containers.
- S. No animals are allowed in facilities, except for dogs in the Town Park and service dogs.
- T. All personal property utilized as a part of the facility rental should be removed at the conclusion of the event. Any storage of items left after the conclusion of the rental is subject to being discarded or additional hourly rental fees being assessed.
- U. The Town, based on nature of event, may require security services.
- V. Parking in the Town is very limited. Carpooling is encouraged. There is no parking in La Ferme Restaurant located adjacent to the Town Hall.
- W. Reasonable accommodation will be provided for any user requiring it under the Americans with Disabilities Act.
- X. The Town Manager has the authority to make exceptions to the Town Facilities Policies and procedures on a case-by-case basis.
- Y. Facilities are closed on the following observed holidays:
 

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Nevada Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day

**Adopted 1992/Re-Approved 2000/Revised 2001**



### **V.F.3 – Insurance and permits**

- A. Comprehensive General Liability insurance naming the Town of Genoa as additionally insured will be required for all events. Certificate of insurance must be filed with the Town office a minimum of 10 days before the scheduled reservation. The minimum limits for insurance shall be as follows:
  - i. \$1,000,000 for each occurrence
  - ii. \$1,000,000 annual aggregate
- B. The sale of alcohol requires the applicant to obtain: 1) a Sheriff's liquor license permit; 2) certificate of insurance, which shall include Liquor Liability, naming the Town of Genoa as additionally insured, with the same aforementioned requirements and minimum limits. Certificate of insurance must be filed with the Town office a minimum of 10 days before the scheduled reservation.
- C. The nature of an event may require additional insurance and is determined by the Town Manager as a part of the applicant's approval process.

### **V.F.4 - Fee, Discounts, Refunds, Cancellations, Payments of Deposits and Fees**

- A. Fees and charges are developed by the Town Manager and recommended to the Town Advisory Board for review and approval.
- B. Fees and charges are developed to offset, cover and subsidize expenses incurred by the Town in the provision of facility rentals.
- C. Rental rates increase 4% each year with the beginning of each calendar year, including all lease agreements.
- D. Five categories have been established for the purpose of determining fees and charges for the rental of Town facilities. Category status is determined when application is made. See rental rate fee sheet. Categories are listed below.

Category 1: Town of Genoa sponsored and co-sponsored events, activities, and programs.

Category II: Genoa residents or those that who own property within the Town. Proof of residency shall be required.

Category III: Genoa-based not-for-profit organizations, including educational organizations and committees, organizations sponsoring a public forum, and governmental agencies serving the Genoa community.

Category IV: A long-term use of facilities by a not-for-profit organization providing services for the community that are or will be open to the public. Long-term use would include facilities scheduled on a monthly or weekly use, which would require a lease between the Town and user. The Town Advisory Board will determine if a lease is in the best interest of the Town.

Category V: Non-residents, including businesses, for-profit organizations, nonprofit service organizations.

- E. Rate discounts are provided for rentals that are ongoing, such as monthly or weekly. If ongoing rental occurs on a weekday, an additional discount is applied. Discounts do not apply to the rental of equipment such as table and chairs.
1. **Monthly** – Regular use as defined by a lease (12 times per year or monthly) - 10%
  2. **Weekly** – Regular use as defined by a lease (minimum of 50 times per year or weekly) - 25%
  3. **Weekday** – Monday through Thursday (non-holiday) use of facilities as defined by a lease – 20%
  4. **Good Neighbor** – a discount extended to a tenant that assumes all of the opening, closing, and checking duties of the rented facility outside of normal Town business hours. (Example: If a group leasing the church one day each week assumes the additional opening and closing duties of the church for all other booked events on weekends, holidays, and weekdays before and after business hours, then that group can be extended the “Good Neighbor” discount of 15%.)
    - i. In no case may the total discount exceed 95% of the rental rates.
    - ii. In the case of a lease, the Resident discounts may be combined with a Weekday discount, and either a Monthly or a Weekly lease discount.
    - iii. Cleaning/damage deposit will be 50% of the rental fee, not to exceed rent for a 24-hour period. There are no discounts on cleaning/damage deposits.
    - iv. The Good Neighbor discount can only be granted to one tenant per facility on a first come, first granted basis. At the time the Good Neighbor discount is considered for a facility, all existing eligible tenants (those tenants whose discounts are less than 95%) must be made aware of the discount and have an opportunity to be considered.

**Section Added 7/2007**

- F. There will be no charge for use of Town facilities related to a funeral of a resident who lived in or owned property in the Town.
- G. For the purpose of commercial filming, the Town has arranged for application of this use for a daily fee of \$1,144.00. Deposit of 50% of this fee is required at the time of application to reserve the date. All general rules in the Town Facilities Policies and procedures are applicable. This is coordinated and approved with the Town Manager.
- H. A Full-Day Package is available, which provides a facility rental discount for a minimum of 10 hours and not more than 17 hours. The facility rental time may be utilized over a 2-day period within the hours of 7 a.m. until 12 a.m.

**Added – December 2, 2008**

- I. A minimum deposit of 50% of the total rental fees is required with the signed application. If rental date is less than 30 days of an event, payment of 100% of fees is required. If the facility is left in satisfactory condition as received, the deposit will be refunded. Deposits will be refunded by check from Douglas County, payable to the applicant within 30 days upon completion of the reservation. This includes payments made with a debit or credit card.
- J. The Town reserves the right to bill the user for damages incurred above the deposit amount.
- K. Additional deposit may be required at the discretion of the Town Manager when, in the opinion of the Manager, the proposed use is likely to cause extraordinary post-activity clean-up efforts.
- L. Energy surcharge fees are charged applicants for events held during the winter, which requires additional heating resources. The surcharge fee is 25% of the Category V rate and is charged for all users except for events sponsored by the Town of Genoa or Category I.
- M. The applicant must make cancellations or changes in writing to the Town 30 days in advance.
- N. Any cancellation or change of date or facility made less than 30 days before the event will result in the loss of all deposits paid. Any cancellation or change of date or facility made less than 14 days before the event will result in the loss of all fees paid, including the deposit.
- O. Failure to appear for a scheduled use will result in the loss of all fees paid, including the deposit.
- P. Failure to provide written notification of a cancellation to the Town of Genoa will be considered a No Show and will result in the loss of all deposits and fees paid.
- Q. One adjustment per application will be processed at no charge, which includes time, number of attendees, etc. Additional changes or revisions to an application will be assessed a \$30 processing fee per change.
- R. A fee billed to the nearest half hour will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at time and one half the applicable room hourly rates.
- S. Fees paid with a check that is returned will be handled using the following procedures:
  - i. Check will be processed a second time by the County Treasurer's office.

- ii. If returned a second time, the Town staff will contact maker of the check, requiring amount to be paid in cash or money order within 5 working days, including a \$25.00 processing fee.
  - iii. If maker of check does not honor the 5 working days deadline, Town staff will send a certified letter to maker of check and facility applicant, requiring full payment by cash or money order within 10 days of date letter is sent. If this deadline is not honored, the item will be submitted to Douglas County Sheriff's Office, and facility rental will be cancelled and future applications will not be accepted until payment is satisfied.
- T. Requests for facility rental fee waivers may be considered when an activity is sponsored by a nonprofit agency providing a service to the community or at the discretion of the Town Board. Requests for waiving of facility rental fees must be made in writing to the Town Advisory Board a minimum of 90 days in advance.
- U. Donations in lieu of fees are considered on a case-by-case basis, with specific proposals accepted or rejected at the discretion of the Town Advisory Board or Town Manager.

#### **V.F.5 – Equipment**

- A. Equipment is available for rent and is listed below:
- 1. Tables and Chairs
    - a. Tables - \$8/table/day
    - b. Chairs - \$1/chair/day
  - 2. Display Panels - \$10/panel/day
  - 3. Overhead Projector - \$15/day
  - 4. Screen - \$10/day
- B. Town Hall tables and chairs are included with the rental of the facility. These are not available for use outside of the Town Hall unless for a Town-sponsored activity or approved by the Town Manager.
- C. All equipment owned by the Town of Genoa shall, where practicable, be labeled "Town of Genoa" or "Genoa." Labeling shall be in as permanent a fashion as possible.

#### **V.F.6 - Genoa Park Facility**

- A. Park Hours: Day Use Only
- i. Opens – 8:00 a.m.
  - ii. Close – Sunset

**Revised 2001**

- B. Park rental hours will be limited to daylight hours.  
**Revised 2001**
- C. No skateboards or rollerblades.
- D. No rockets or other projectiles are to be shot in Park.
- E. Dogs are allowed in the Park; however, excrement must be disposed of properly. Dog owners may be requested to leash dog or leave park due to potential risk of Park users.
- F. Genoa Park is a public park. Any rental of the Park includes the upper area of the park, including the park platform. Other areas of the Park are available for use but are shared with the public utilizing the Park at the time of the reservation.
- G. Park rentals are limited to two consecutive days.
- H. Park tables must remain in the location that they are found.
- I. The Park is not available for use after nightfall, unless it is a Town-approved activity.
- J. There is no personal overnight camping in the Park.
- K. Propane-only barbecues may be brought in by people at any time, limited to use in grass areas with a 10-foot clearance of flammable materials. Signs to be posted with this policy.  
Revised 2010
- L. Decorations that require nails, eyebolts, glue, tape, or staples may not be used. Decorations are limited to the top section of the Park. Decorating of the trees is not permitted. All decorations must be removed in their entirety when the event has concluded. No items may be stored overnight.
- M. No glitter or confetti may be used. Birdseed is permitted.
- N. No items shall be removed from the Park, including wood, turf, rock, plants, or any surface important to the integrity of the Park, unless approval has been obtained through the Town staff.
- O. Posting or displaying of any advertising or other written material within the Park or on street rights of way adjacent to the Park is not allowed unless approved through the Town staff.
- P. Use of tarps or tents are not allowed without prior approval of the Town staff. Stakes for tents must not exceed 10 inches in depth.
- Q. Genoa Park is located in bear country. The Park is equipped with some bear-proof trash containers. Users are to utilize these trash containers and, if full, users are required to carry out their own trash.

- R. No motorized vehicles are allowed in the Park, except for those approved by the Town staff.

#### **V.F.7 – Town Hall/Kitchen**

- A. Tables, chairs, or any other furnishings in the Town Hall cannot be moved from the facility unless prior approval has been received from the Town Manager or is associated with a Town-sponsored activity.
- B. Set-up and take-down is the responsibility of the user.
- C. Users are responsible for safe and proper use of the Town Hall kitchen and its appliances. Cooking utensils and supplies are not available for use by the applicant.
- D. The Town Hall has a wood floor. Any damage incurred as a part of the event, including set-up and take-down, will be the responsibility of the applicant. Any damages that result from the event will be assessed accordingly by the Town and charged to the applicant. This includes but is not limited to scratching or water damage.
- E. Users are not permitted to affix signs to the outside of the Genoa Town Hall building.
- F. Decorations are allowed, with the exception of items that may need to be taped, nailed, glued, bolted, or stapled. Crepe streamers, glitter, and confetti are not allowed in the Town Hall.
- G. Birdseed is allowed outside of the building only.
- H. All clean up must be completed prior to the finish time as agreed to on the facility agreement.
- I. Users are responsible for the following cleanup at the end of their reservation:
  - i. All spills must be mopped up, and the floors wiped dry immediately.
  - ii. Cleaning of all equipment used, including kitchen, refrigerator, stove, restrooms, counter areas, tabletops, chairs, and floors.
  - iii. All personal equipment, supplies, articles, displays, etc., are to be removed immediately following cleanup. Any supplies left will be discarded unless previous arrangements for storage and pick up have been made with the Town Staff.

**Adopted 1996/Revised 1998, 1999, 2000, 2001, 2006**

#### **V.F.8 – Town Meeting Room**

- A. The Town Meeting Room is primarily utilized for Town-sponsored activities, such as Town Board Meetings, trainings, work-related Town meetings, seminars, Town-appointed committee meetings, public presentations, or cultural/recreational events that are open to the public.

- B. The Town Meeting Room is available for rental for single or one-time uses, unless previously authorized by the Town Board or Manager.
- C. The Meeting Room must be left in original condition, clean and with lights turned off and doors locked.

**V.F.9 – Church**

- A. There is no commercial use of the Genoa Community Church.
- B. Users are not permitted to remove or under any circumstances disturb any property of the Genoa Community Church, including but not limited to the altar, pews, chairs, organs, drawings, paintings, or any item affixed to or hanging on the wall, without the prior expressed approval of the Town staff.
- C. No food or beverage is allowed in the Genoa Community Church (including the side room) without prior approval from the Town staff.
- D. Users are not permitted to affix signs to the Church building, inside or out.
- E. Decorations are allowed except for those requiring tape, staples, tacks, nails, eyebolts, or glue. Do not place water-filled vases or pots on piano, organ, or pews. Protective plates and/or plastic covers are to be used and removed before leaving the Church.
- F. Birdseed is allowed outside of the building.

**Adopted 1998/Re-approved 2000/Revised 2001, 2006  
Section Revised 2008**

## **SECTION VI - EVENTS**

### **VI. E. 1 - Purpose**

The Town of Genoa sponsors and encourages individuals as well as organizations to volunteer to coordinate and implement events for the Town of Genoa. The goal of events is to provide opportunities to build strong a community and promote economic prosperity. Policies and procedures are established to ensure the achievement of one or both of these goals in a safe and successful manner.

### **VI. E. 2 – Town-Sponsored Events**

The Town of Genoa sponsors 13 events on an annual basis. During election years, a Candidates' Night is added, which increases the number to 14 events a year. The events provided by the Town of Genoa include:

#### **St. Patrick's Day**

Event is generally held on March 17 in the evening at the Town Hall. It is a potluck dinner for the community of Genoa, including entertainment. The main meal of corned beef, cabbage, and vegetables is provided free of charge by the Town. All age groups participate.

#### **Genoa Cowboy Poetry and Music Festival**

Event is held in late spring. It is a fundraiser for the Town and was established as such, as well as to promote the area as a destination location. The event includes concerts, western workshops, art galleries, dinners, and breakfasts. The event is managed by the Town Manager, as directed by the Town Board. Coordination and implementation of the event is provided through volunteer support.

**Added 2010**

#### **Community Easter Egg Hunt**

Planned for Easter Sunday, the event is typically held at 1 pm in the Town Park. Families and youth are invited to this free event. A donation of a minimum of one dozen plastic eggs is requested of participants, to be taken to the Town offices 1 week before the event.

#### **Fourth of July Chicken Barbeque**

The Town Chicken Barbeque provides participants an opportunity to purchase a dinner while enjoying the Fourth of July Pops in the Park event. Pops in the Park is sponsored by the Sierra Philharmonic and is typically presented in Nevada State Park, Mormon Station. The barbeque is a fundraiser and is co-sponsored by the Genoa Volunteer Fire Department and is located at the GVFD facility.

#### **Summer Concert on the Green Program – 3 Concerts**

Three concerts are presented by the Town in Genoa Park. They are held monthly on Sundays, in June, July and September. They are free and are held in the late afternoons. All age groups are encouraged to attend.



### **Old Time Music Festival**

This event is held on a Saturday in August in Genoa Park. This event is free and is held from 12 PM to 6PM. All age groups are encouraged to attend.

### **Candidates' Night – during election years**

Sponsored by the Town of Genoa to provide participants an opportunity to become informed and civically engaged in local elections, this event is presented during election years, typically in July, and is held in the Town Hall, with no admission charge.

### **Community Garage Sale**

This annual Town event provides the Genoa community to clean out their garages and recycle items. The event is presented in the summer months. The event registration fee to participants offsets Town costs relative to publicity and signage.

### **Candy Dance**

This historic event began in 1919 for the purpose of funding Town projects. The event has evolved over the years and includes programs and activities such as the selling of candy, promotional merchandise, juried handmade arts-and-crafts vendor booths and food booths. Additional activities include community information booths, a dinner dance, which is held the Saturday of the weekend, as well as other activities that vary from year to year. Planning for the event begins in the January before the event, which is held the last weekend in September. The event is managed by the Town Manager, as directed by the Town Board. Coordination and implementation of the event is provided through volunteer support. Event participants include all age groups.

Candy Dance has registered Candy Dance with the State of Nevada and is the holder of an official State of Nevada Certificate from the Trademark Division of the Secretary of State's office. Any unauthorized use of the name Candy Dance for any activity could constitute a violation of the State's Deceptive Trade Practices Law (NRS 598).

### **Halloween Party**

Planned primarily for families and held typically on Halloween, October 31, the event includes Halloween-themed games and activities. The Halloween Party is held in early evening in the Town Hall, with no admission charge.

### **Caroling, Tree Lighting, Visit with Santa**

Caroling is presented in the Community Church the first Friday evening of December. Following the caroling, participants of all ages gather at the intersection of Genoa to visit with Santa who arrives in a fire truck. Various Genoa businesses and the Town provide refreshments. The event is free.

### **Breakfast with Santa**

Event held on the first Saturday of December. This family event includes breakfast with Santa. There is a fee charged.

**Added 2010**

### **Christmas in the Sierra Concert**

Christmas in the Sierra Concert is typically held the second weekend of December. Two evening concerts are held back to back in the Town Hall. A dinner is held after the first

concert and before the second concert in the Town's fire bay. This event is a fundraiser, with funds utilized to offset the cost of the summer concerts and other Town Recreation events. It is open to all age groups.

### **VI.E. 3 – Process to Add Events**

Proposal for new Town-sponsored events should be submitted to the Town Manager a minimum of 90 days before the proposed date of the event. Proposals will be reviewed and approved by the Town Advisory Board. The following information should be included as a part of the proposal:

1. Name of event
2. Purpose of event
3. Description of event
4. How event supports Town Goals and Purposes as described in Policies and Procedures
5. Date, days, and times of event
6. Location(s)
7. Budget
8. Publicity Plan
9. Timeline for implementation
10. Equipment and supplies needs
11. Staff/volunteer requirements

### **VI.E.4 – Volunteers**

The events are developed, coordinated, and implemented by community volunteers. These volunteer groups include a Chair, who works with the Town Manager to coordinate all planning efforts to ensure a safe, secure, and well-managed event.

### **VI.E.5 – Standing Committees**

The Genoa Town Advisory Board may request the establishment of committees that are composed of volunteers who study issues and/or implement activities on behalf of the Board, providing recommendations as needed. As required in the NRS 241.015 (3), a committee or subcommittee is covered by the law whenever a quorum of the committee or subcommittee gathers to deliberate or make a decision. To the extent that a group is appointed by a public body and is given the task of making decisions for or recommendations to the Town Advisory Board, the group is governed by the Nevada Open Meeting Law, and must comply with all of the activities associated with the Open Meeting Law. (See NRS 241.015 (3).)

### **VI.E.6 - Budget**

Each year a recreation budget is approved as a part of the annual Town budget process. It is the responsibility of the Town Manager to manage the approved event budgets, working with the event Chair to support their efforts to ensure compliance with the event's respective budget, including expenditures and revenues. The Town of Genoa Financial Policies and Procedures are reviewed and adhered to as is appropriate with the event Chair as a part of the planning and implementation of the event.

Within 30 days of the event conclusion, the Chair will submit a completed expense and revenue summary as a part of the overall event evaluation to the Town Manager. This report will be submitted to the Town Board for their information and/or direction.

#### **VI.E.7 - Contracts**

Contracts can only be entered into agreement by the Town Manager for amounts of \$1,000.00 or less. Contracts that exceed \$1,000.00 must be submitted to the Town Board through the Town Manager for the Board's review and approval. The Town Manager should receive these requests a minimum of 60 days prior to the event to ensure payment the day of the event to approved contractor.

#### **VI.E.8 – Permits and Licenses**

The event Chair will work with the Town Manager to ensure all permits and licenses are obtained as required by County Code and/or the Nevada Revised Statutes. This can include but not be limited to health permits, outdoors entertainment and event permits, road closure permits, sale tax returns, liquor licenses, etc.

#### **VI.E.9 - Publicity**

The Town Manager will work with the event Chair to coordinate a publicity plan. In addition to the Town's web site, newsletter, and marquee, publicity through press releases, flyers, and posters are encouraged. All publicity requires review and approval by the Town Manager before its distribution.

#### **VI.E.10 – Insurance**

Workman's Compensation insurance is provided for all volunteers engaged in work with the Town of Genoa. The event Chair will provide a list of all volunteers involved with respective event for inclusion with this insurance. The list of volunteers must be submitted to the Town offices at the beginning of each month the volunteers are involved with the event.

#### **VI.E.11 – Planning Resources**

The Town provides planning materials and resources for the event Chair and community volunteers to assist in the development, coordination and implementation of Town-sponsored events. These resources include event packets and/or notebooks with documentation regarding the event's previous years' budget, timeline, planning activities, publicity, volunteers, and recommendations for subsequent years' events. The Town Manager and staff are available to provide support as needed to the event Chair and volunteers.

### **VI.E.12 – Resident Passes**

During Candy Dance, many of the Town roads are closed with detours identified to access residents and businesses only. The roads are closed to general through traffic for the safety and security of event participants. These closures are coordinated and permitted through various governmental agencies, such as Douglas County and the State of Nevada Department of Transportation. The Town issues resident passes to provide access for residents and businesspeople to their homes and places of business. The number of passes issued is 4 per household or business. Requests for additional resident passes will be charged \$10 per pass.

**Revised 2010**

### **VI.E.13 - Evaluation**

Within 30 days of the event, the Chair will complete an evaluation that will include an expense and revenue summary, an overview regarding the planning and coordination of the event, list of volunteers that supported the event, any donations that were received for the event, as well as recommendations for the next year's event.

**Section Revised 2008**

## **SECTION VII – GENERAL**

### **VII.G.1 Reproduction**

Twenty-five cents (\$0.25) per page will be charged for requests for copies to the public. (Note: Each person is entitled to 1 copy of the agenda and minutes; more than 1 copy constitutes a charge.)

**Adopted 1999, Revised 2008**

### **VII.G.2 Smoking Policy**

It shall be the policy of the Town of Genoa that no smoking will be allowed in any Town building or in any town vehicle.

**Adopted 1999, Re-approved 2000, Revised 2008**

### **VII.G.3 Public Information Officer**

The Town Manager and the Board Chair are the public information officers for the Board and will speak for the Board as a whole. Other Board Members must use discretion in speaking publicly.

**Added 2008**

### **VII.G.4 Policies and Procedures**

The Town's adopted policies and procedures are reviewed annually at the February Genoa Town Advisory Board Meeting with the intent of revising as needed.

**Added 2010**