

**CARSON CITY BOARD OF SUPERVISORS
CARSON CITY PARKS AND RECREATION COMMISSION
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A joint meeting of the Carson City Board of Supervisors and the Carson City Parks and Recreation Commission was scheduled for 6:00 p.m. on Tuesday, March 6, 2001 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

BOARD OF SUPERVISORS: Mayor Ray Masayko
Supervisor Robin Williamson
Supervisor Jon Plank
Supervisor Pete Livermore
Supervisor Richard Staub

PARKS AND RECREATION COMMISSION: Chairperson Glen Martel
Vice Chairperson Jim Dunn
Lou Cabrera
Ken Elverum
Jon Plank
John Simms
Stacie Wilke
Charles Wright

STAFF: John Berkich, City Manager
Alan Glover, Clerk-Recorder
David Heath, Finance Director
Tom Minton, Deputy Controller
Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Juan Guzman, Open Space Manager
William Naylor, Information Services Director
Scott Royal, GIS Coordinator
Sally Edwards, Library Director
Tracy Haakinson, Deputy Director - Library Administration
Judy Fisher, Human Resources Director
Gayle McCullough, Employee Benefits Coordinator
Kathy Crispel, Secretary - Employee Benefits
Margaret Robinson, Secretary - Human Resources
Robert Schreihans, Fire Captain
Andrew Burnham, Development Services Director
Larry Werner, City Engineer
Tom Hoffert, Utility Operations Manager
Kelvin Ikehara, Sewer Operations Chief
Nickolas Providenti, Accountant - Finance
Janet Busse, Management Assistant - City Manager
Rob Joiner, Principal Planner - Community Development
Kathleen King, Recording Secretary
(BOS/PRC 03/06/01)

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NOTE: Unless indicated otherwise, each item was introduced by Mayor Masayko. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

CALL TO ORDER AND ROLL CALL - BOARD OF SUPERVISORS (1-0001) - Mayor Masayko called the meeting to order at 6:00 p.m. Clerk-Recorder Glover called the roll; a quorum was present.

CALL TO ORDER AND ROLL CALL - PARKS AND RECREATION COMMISSION (1-0010) - Chairperson Martel called the Parks and Recreation Commission to order at 6:01 p.m. Roll was called; a quorum was present. Commissioner Osborne was absent.

PLEDGE OF ALLEGIANCE (1-0019) - Mayor Masayko led the pledge of allegiance.

CITIZENS COMMENTS ON NON-AGENDIZED ITEMS (1-0027; 2-1156) - David Morgan, of Nevada Video Productions, discussed the availability of inexpensive Internet web streaming and the capabilities of the same.

PUBLIC HEARINGS CONCERNING THE FISCAL YEAR 2001-02 BUDGET; DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING: (1-0030) - Mayor Masayko noted that the agenda indicated possible action on budget matters considered at previous public hearings. He further noted that the Recreation budget and the Community Development Department supplementals had been withdrawn. Mr. Berkich introduced Mr. Heath and Mr. Minton, and referred to the first cut list distributed to the Supervisors and to the Clerk. He requested that the Supervisors review the same and contact staff with any questions.

PARKS AND RECREATION (1-0057) - Mr. Kastens provided an overview of the budgets to be presented. Mr. Fahrenbruch reviewed the first priority supplemental request for an increase in the hourly/seasonal workforce by one-half position. Chairperson Martel acknowledged that the Parks and Recreation Commission previously reviewed and approved the Parks Department budget. Supervisor Plank requested that the supplemental request be placed on the one-shot funding list.

Mr. Fahrenbruch reviewed the priority two supplemental request to increase the seasonal/hourly workforce by one position. He listed the park sites developed in the last two years currently maintained by the Parks Department, as follows: Empire Ranch, Riley Circle Park, Phase 1 of the Edmonds Sports Complex Master Plan, Sunland Vista Park, Long Ranch Estates Phases 4 and 5, the Graves Lane Extension Project, the Caroline Street Parking Lot, the Public Safety Complex, the Carson Aquatic Facility landscaping, Mayor's Park, Koontz Lane landscaping, Sonoma Street landscaping, and the east end of Mills Park once it is completed in the spring. Mr. Fahrenbruch responded to questions regarding the number of full- and part-time employees and their hours. He explained the reason for listing the park sites maintained by his staff, and advised that full-time staff has been increased by only one position in the last six years. He indicated that level of service will be affected without continuing to supplement the seasonal workforce. He acknowledged receiving an allocation of Redevelopment Authority funding for a seasonal employee to maintain the Caroline Street parking lot and other downtown sites.

In response to a question, Mr. Fahrenbruch advised that the Graves Lane extension project is the only site to which gas tax revenues can be applied. He reiterated the reason for listing the park sites was to advise

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of the impact to both the seasonal and the full-time work force. Mr. Kastens indicated that the list of park sites could be provided to the Supervisors. In response to a question, Mr. Fahrenbruch advised that Regional Transportation Commission funding was received last year for one seasonal/hourly employee. Additional funding was received this year for another position which will assist in offsetting maintenance for right-of-way streetscapes and landscaping.

In response to a question, Mr. Kastens advised that youth sports groups “pay to play.” He discussed funding which the Youth Sports Association (“YSA”) obtained from the Convention and Visitors Bureau to offset expenses at the various park facilities. Mayor Masayko requested staff to delineate the costs offset by user fees, and Mr. Kastens indicated that this could be done. Supervisor Livermore pointed out that volunteer organizations manage the youth sports programs, and explained the process by which the YSA offsets operational costs. He acknowledged that the year-round nature of the sports programs impacts the parks maintenance staff, and advised that the YSA is discussing ways to provide additional assistance. Mr. Fahrenbruch acknowledged that one seasonal position is funded by the YSA, and advised that he is discussing additional supplementation with the YSA. He further advised of a working services and supplies budget funded by the YSA. Mr. Kastens advised that over the last several years AYSO and other organizations have made significant contributions to the Parks maintenance budget in the form of funding for top dressing, fertilizer, etc. He will provide this information to the Supervisors. In response to a question, Mr. Kastens advised that staff meets monthly with the YSA and that the need for additional funding has been communicated. Mr. Fahrenbruch commented on the working partnership with the YSA. He advised that the YSA has always provided additional funding for seasonal employees, services and supplies, at the same time as providing low cost activities which would normally have to be provided by the Parks and Recreation Department.

Mr. Fahrenbruch referred to the neighborhood parks funded by residential construction tax revenues, and Mayor Masayko acknowledged an obligation on behalf of the City to maintain these sites. Mr. Fahrenbruch discussed the impacts to the Parks Division as a result of Long Ranch Estates and Mayor’s Park. Supervisor Williamson requested that the Parks Division second priority supplemental request be added to the one-shot funding list. Supervisor Plank discussed the impact of employee benefit costs, and suggested gathering information on outsourcing maintenance of neighborhood parks. Mr. Fahrenbruch advised that he has spent considerable time comparing the costs of outsourcing, and has found it cannot compete with seasonal employees because of the established services and supplies infrastructure. Outsourcing is comparable to hiring new, full-time employees, however. Mayor Masayko commented on the hidden overhead costs of seasonal employees. In response to a question, Mr. Fahrenbruch discussed plans for crew cab vehicles, stationing equipment and vehicles at park sites, and satellite shops.

Supervisor Livermore commended Mr. Kastens, Mr. Fahrenbruch and the Parks and Recreation Commission on their ability to maximize funding and on the quality of Carson City parks. Supervisor Plank commented on the creativity implemented by the Parks and Recreation Department in efficiency and cost savings proposals. Commissioner Wilke commented on the well-maintained parks in Carson City despite the fact that Mr. Fahrenbruch has hired only one new, full-time employee in six years. She further commented on the benefits provided to the community by the YSA, and pointed out that if the Parks and Recreation Department had to administer the same programs, the budget would be increased.

Chairperson Martel recapped the earlier discussion and advised that the Commission will be addressing the issues over the next year with the goal of providing options to the Board for the next budget cycle. He

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suggested the possibility of removing the parks equipment replacement program from the CIP process and including it in the general fund as an ongoing expense. Mayor Masayko advised that a more strategic approach for vehicle replacement is being developed. On behalf of the Board of Supervisors, Mayor Masayko thanked the Parks and Recreation Commission for their service to the community.

ADJOURNMENT OF THE PARKS AND RECREATION COMMISSION (1-0627) Commissioner Cabrera moved to adjourn the Parks and Recreation Commission at 6:41 p.m. Commissioner Simms seconded the motion. Motion carried 8-0-1-0.

QUALITY OF LIFE - OPEN SPACE (1-0640) - Mr. Kastens referred to the budget included in the agenda materials, and advised that the Open Space Advisory Committee had approved it unanimously. Mr. Guzman presented the complete budget. Mayor Masayko referred to the figure represented in the capital outlay line item and inquired as to its definition. Mr. Kastens explained that the figure represents the ending balance after deducting initial expenses. Mayor Masayko indicated an expectation that the capital outlay line item will be better defined as the organization matures. Mr. Guzman advised of the properties reviewed thus far and the resulting one purchase.

Supervisor Livermore advised of a concern expressed by a citizen regarding paying salaries out of open space funding. Mr. Kastens advised that the intent, during development of Question 18, was to pay an open space manager, either through contractual services or as a full-time employee. He provided information on the free services provided thus far by Parks and Recreation and Community Development staff. He referred to the Personnel Detail Worksheet included in the agenda materials, and advised that reimbursement may be requested at a future time for a portion of his time and the time of the administrative assistant in assisting Mr. Guzman with his responsibilities. Mayor Masayko expressed the opinion that a time capture and charge back system should be implemented and included where appropriate. Supervisor Plank commented that every project should pay its fair share.

Supervisor Plank recommended including the 77 acres acquired along the V&T right-of-way in the open space inventory. Mr. Guzman explained the reason for not including the acreage at this time, and advised that it will be included once the project is completed. Supervisor Williamson discussed the strong recommendation of the Board of Supervisors to hire an open space manager during approval of the Open Space Master Plan element. She expressed a desire to see a Friends of Open Space organization developed, and acknowledged that she had volunteered her assistance. Supervisor Plank pointed out the need to remember urban linkages between open spaces and parks. Mayor Masayko welcomed Mr. Guzman, and expressed appreciation for the work Mr. Kastens and his staff have done on the open space program.

Mr. Kastens referred to the Parks and Recreation booklet included in the agenda materials and expressed appreciation to the staff who prepared it. Mayor Masayko thanked Mr. Kastens, Mr. Fahrenbruch, and Mr. Guzman.

INFORMATION SERVICES (1-0892) - Mr. Naylor introduced Mr. Royal, and reviewed the consolidated budget and the SPAN budget (a list was distributed to the Supervisors). He discussed plans to purchase a new records management software package for the Clerk-Recorder, and a project to web enable the Assessor's, Treasurer's, and Clerk-Recorder's Offices. He advised that Assessor Kit Weaver estimated his office will be saved approximately 1,000 telephone calls when the project is completed. Mr. Naylor acknowledged that the goal is to allow access to information via the Internet.

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Supervisor Williamson inquired as to the status of the computers requested for the multi-media presentation funded by the City. Mr. Naylor advised that the City's surplus computers do not meet the specifications for the presentation; however, two 17" monitors were provided at the direction of the Supervisors. In response to a question, Mr. Naylor advised that the cost of the requested computers is approximately \$1200 each. Following discussion with regard to the project, Mr. Naylor acknowledged that he would find the necessary equipment.

Supervisor Staub inquired as to the possibility of leasing computers, and Mr. Naylor advised of the research conducted last year at the request of the Board. He discussed the information gathered, and advised that leasing computers is cost prohibitive because of their rapid depreciation rate. He explained that the City attempts to keep its PCs for at least five years and that, using the standard three-year technology upgrade scenario, the City is saved approximately \$500 per PC for each year beyond the three years. He will provide a copy of the study to Supervisor Staub.

In response to a question, Mr. Naylor advised that the SPAN budget was increased by \$50,000 this year and acknowledged that the \$300,000 budget is anticipated to be a one-time exception. He reviewed the SPAN process, and expressed appreciation for the additional support. Supervisor Williamson thanked Mr. Naylor for taking the Board's goals into consideration. In response to a question, Mr. Naylor explained the funding allocated and the plan for training included in the SPAN budget. Mr. Berkich acknowledged that CQI/TQM funding is available for training.

Mr. Naylor reviewed the supplemental request for a full-time position to support the public safety software, and the attached justification memo. He advised that the Sheriff's Office is in support of the position, and discussed a meeting scheduled for March 13th with Tiburon representatives to review support requirements. Mayor Masayko discussed the GIS resource funded last year and the enhancement costs anticipated for the jail and records management portions of the Tiburon system. In response to a question, Mr. Naylor indicated that 1.5 to two positions will be needed to manage the entire system long term. Mayor Masayko suggested that Mr. Naylor attempt to "bridge the gap" with the unspent capital for an expertise agreement with Tiburon. In response to a question, Mr. Naylor indicated that the skills for the requested position would benefit the sheriff's office application. Possible overflow may include PC support. Supervisor Staub suggested that the sheriff's office consider funding this position. Mayor Masayko suggested developing a creative approach and reiterated the possibility of utilizing unspent capital. Mr. Berkich advised that the research would be done and reported to the Board. Discussion took place regarding the terms of the contract with Tiburon, installation issues, and interfaces which have yet to be completed.

Mr. Naylor reviewed his second supplemental request for a full time position to provide Internet web site development and maintenance capabilities. Mayor Masayko suggested \$20,000 in one-shot funding to provide for a consultant to determine set up needs. Mr. Naylor advised that approximately \$34,000 was allocated from SPAN for consulting services to restructure the web site. He discussed the labor intensive nature of keeping the web site content current. He acknowledged that the contractor could reside elsewhere and perform the work. Supervisor Williamson concurred with the one-shot funding, and provided information on contract services. Mayor Masayko thanked Mr. Naylor and his staff for their friendly, responsive service.

LIBRARY (1-1646) - Ms. Edwards introduced Deputy Director Haakinson and three members of the Library Board of Directors: Terry Terhune-Amundson, Barney Diehl, and Bernard Sease. She advised that

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the base budget was developed according to the direction provided by the Finance Department. She advised that the supplemental requests were prioritized by the Library Board pursuant to NRS 379. She reviewed the first priority supplemental request to increase the weekly hours of the library from 57 to 66 by hiring additional librarians and library assistants. She explained the shifts and personnel necessary to cover the existing operating hours.

(1-1755) Mr. Sease clarified that the request is actually to restore the hours of operation which were in existence during the 1980s prior to budget cuts. (1-1765) Barney Diehl discussed the survey conducted by the University of Nevada-Reno, and the amount of foot traffic in the Library every day. Ms. Edwards referred to a stated goal of the Board of Supervisors to maximize existing facilities, and advised that the Library is not being used to its maximum potential because of the existing hours of operation. Mayor Masayko discussed the realistic considerations of extending the hours, and the narrow margin by which the Library question was defeated in the last election. He suggested resubmitting the question to the voters in the future. He commended the Library staff and Board of Directors for their tenacity in bringing this request to the budget process each year.

Supervisor Williamson expressed sympathy for the situation. She requested further clarification regarding the requirement for five additional staff persons, and Ms. Edwards referred to the justification portion of the supplemental request. Supervisor Williamson suggested developing creative approaches such as a Friends of the Library organization, volunteer assistance, etc. Ms. Edwards discussed the current technological level of the public library which requires trained personnel. She advised that the Library has “tremendous support” from the Friends of the Library, the Carson City Library Foundation, and the Library’s volunteer program; however, the hours of the public library cannot be expanded with volunteers. Supervisor Plank offered to assist the Library staff and Board of Directors in resubmitting a funding question to the voters. Supervisor Livermore inquired as to the possibility of federal or foundation grants. Ms. Edwards discussed the Library Services and Technology Act, and advised that the Library avails itself of those funds every year by applying for grants. The funds are distributed through the State Library and several pieces of equipment have been obtained. The funds cannot be used to support ongoing salaries, however. Mr. Sease advised that the Board of Directors and Library staff are considering alternative methods and innovative ways to increase staffing and hours. The volunteers are already being used to free up the professional staff to handle the patrons. He advised that the Library Board is updating the five year master plan and will be discussing these issues during that process. Mr. Diehl commented that the Library could not operate without volunteers and that they are extremely well utilized. Ms. Edwards advised that the hours put in by Library volunteers are equivalent to two full-time positions.

Ms. Edwards reviewed the priority two supplemental request for an increase in travel and training funding, and Mayor Masayko requested that the amount be placed on the ongoing list. Discussion took place regarding the possibility of utilizing the training funded in the Information Services budget. Ms. Edwards reviewed the priority three supplemental request and, in response to a question, advised that the most recent funding provided for books and materials was done two years ago. In response to a further question, she reviewed ongoing funding for books and materials. Mayor Masayko requested that \$25,000 in one-shot funding be added to the list. He thanked the Library staff and Board of Directors representatives for their attendance.

Mayor Masayko recessed the meeting at 8:06 p.m. and reconvened the meeting at 8:15 p.m. A quorum of the Board was still present.

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HUMAN RESOURCES DEPARTMENT (1-2242) - Ms. Fisher introduced her staff, and reviewed increases in the budget. In response to a question, Mr. Heath advised that administrative overhead is charged to enterprise funds as an internal service charge, and that it is shown as a charge for service in the revenue category.

Ms. Fisher reviewed the first supplemental request regarding an increase in retired employee medical insurance premiums, and read an accompanying memorandum into the record. Supervisors Plank and Livermore expressed support for the request. Supervisor Williamson concurred and inquired as to whether contingent funds could be used this year. Mayor Masayko pointed out that the request is for ongoing funding, and discussed the rising costs of health care insurance. Supervisor Staub commented that the ultimate issue is what to do with the health care costs confronting the City. He encouraged staff to continue evaluating options for adequate coverage for existing and retired employees. Supervisor Livermore requested Mr. Berkich and Mr. Heath to “search every budget” to acquire the funding, and requested that the supplemental be placed on the first cut list as ongoing funding. Mayor Masayko discussed the importance of including the retirees in the annual budget calculation, and the possibility of embedding additional costs for retirees’ insurance at the same time employees’ insurance costs are considered. He expressed support for Supervisor Williamson’s suggestion to use contingency funds. Mr. Heath volunteered to build the cost into the budget, and pointed out that \$600,000 is being paid for group medical this year, representing a 25% increase. Supervisor Williamson acknowledged that her suggestion was to attempt to find the \$22,000 in the contingency fund to “kick start” the increase, and then build in a permanent \$22,000 starting July 1st. Supervisor Plank expressed support for the suggestion. Mr. Heath acknowledged that dependent coverage was included in the additional \$600,000. Discussion took place regarding the cost of dependent coverage and the Employee Benefits Committee.

Mr. Sease provided information on his monthly premiums, and discussed the rising cost of prescription medication. He advised he was representing the retired person on the Employee Benefits Committee, Keith Holland, who was out of town. Mayor Masayko requested that Mr. Sease pass on the discussion to Mr. Holland, and advised that the Board will determine if the request can be funded on Monday.

Ms. Fisher reviewed her second priority supplemental request, and responded to questions regarding the personnel technician position. Supervisor Plank expressed support for the request, and asked that it be added to the one-shot funding list. He commented on the service-oriented nature of the Human Resources Department. Ms. Fisher clarified that the employee’s benefits would not start until July. Mr. Heath clarified that the request needs to be considered in the current fiscal year, and Mayor Masayko advised that Ms. Fisher would need to submit a budget augmentation request.

CARSON CITY COMMUNITY TRANSPORTATION (1-2990) - Mr. Heath advised that the transit fund has never been charged for the \$20,000 worth of labor provided by the Vehicle Maintenance Department. He explained that the money will be transferred from Vehicle Maintenance to the Transit Fund. In response to a question, he provided background information on the details of the agreement with Paratransit Services with regard to vehicle maintenance, and the reasons for moving labor costs into the transit fund. He acknowledged that money is simply being moved from one budget to another to provide a more accurate budget picture. With regard to MPO status, Mr. Heath advised that Nevada Department of Transportation staff has indicated an uncertainty regarding continuing to fund the PRIDE connection service. Mr. Heath further advised that Paratransit has offered to extend their contract an additional year

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at a CPI factor until the City reaches MPO status. A new contract will be presented to the Board at a future meeting. Mayor Masayko solicited questions or comments; however, none were provided.

DEVELOPMENT SERVICES

COMMUNITY DEVELOPMENT (1-3209) - Mayor Masayko reiterated that the Community Development budget was withdrawn.

WATER UTILITY (1-3229) - Mr. Hoffert advised that the operating budgets were developed with a zero net increase to the bottom line. He referred to the Water Fund Projected Statement of Changes in Working Capital included in the agenda materials, and Mr. Providenti reviewed the same. Mr. Hoffert reviewed the previously distributed Water Utility Electrical Summary of Impacts. Mayor Masayko discussed off-peak operation, and Mr. Hoffert advised that a state-wide survey of wastewater and water production facilities has been conducted. No major changes have been made at this point; however, alternatives are being considered such as irrigation methods, two-day watering, off-peak pumping, conservation measures, and an irrigation audit program. In response to a question, Mr. Hoffert advised that the last residential rate increase was done in 1993. The same year, an equal amount offset the sewer fund which translated as a net zero increase to the customer. A team has been developed to evaluate present rates and the direction and needs of the sewer and water funds. Mr. Hoffert advised that all programs will be evaluated, and referred to the previously distributed Utilities Capital Budgets - Overview of Major Projects. He discussed bonding which will take place in 2003 that will turn the working capital balance around for one year. The money will be used for the arsenic program. Mr. Hoffert discussed personnel changes, and Mayor Masayko commended the Utilities Department on being the first in the City to turn the capital investment into a direct reduction in manpower. Mr. Hoffert thanked the entire Water Utilities staff for the program's success.

(2-0120) - Mr. Providenti reviewed the status of the connection fee program. Mr. Hoffert discussed the status of the water supply. Mayor Masayko encouraged consideration of the suggestions provided by the Carson Water Subconservancy District ("CWSD") with regard to the Marlette-Hobart water system. Mr. Hoffert advised that a pump is scheduled to be installed in the Marlette Reservoir in early April. He pointed out funding in the five-year capital plan for water supply improvements, and discussed the possibility of utilizing the state treatment plant and enhancements to a dual pipeline and air release valves from the tanks to Carson City. He acknowledged that the improvements will include Marlette Reservoir, and advised that capital improvement plans and legislative support are being developed. He further advised that all future wells will be equipped for aquifer storage and recovery. He assured the Board that the Utilities Department will continue to work in partnership with the CWSD. He discussed arsenic impacts which will drive replacement and enhancement in the near future, and advised that the expense will be passed along to the rate payers. A consultant will begin an evaluation process in July to consider options for a total water management picture from the standpoint of arsenic/radon compliance. Supervisor Williamson thanked Mr. Hoffert and his staff for always looking forward, alerting the Board to upcoming problems, finding innovative ways to incorporate state and federal regulations, and improving operations with advancing technologies. She acknowledged that a rate increase will most likely be necessary in the future, but that the Utilities Department has shown it is taking steps to make the increase as minimal as possible while maintaining efficiency. Mr. Hoffert indicated that he would pass this along to his staff.

SEWER UTILITY (2-0272) - Mr. Hoffert reviewed the sewer fund budget, and advised of an anticipated rate increase during next year's budget hearings. He reiterated that rates and future expenses are currently

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being evaluated. Mr. Burnham advised that energy and personnel costs are being considered in the analysis of increasing the treatment capacity in anticipation of future build out. Mr. Hoffert advised that the sewer utility is currently just below 80% of its rated capacity. A plan will be developed for future expansion of the plant and submitted to the Nevada Department of Environmental Protection in order to keep the City's permit valid. He acknowledged that the current rating includes the increased capacity, and provided background information on the same. Mr. Hoffert discussed two studies currently being conducted, one on reclamation reuse and one on the wastewater treatment plant master plan update. He referred to a memo distributed to the Board at a previous meeting on the status of the study, and advised that another option is being evaluated which may reduce the operations and maintenance budget.

Mr. Hoffert pointed out that there is no forecast for new personnel in the sewer fund for the next five years. He advised that maintenance activities will need to be increased due to the age of the sewer plant, and suggested that addition of a plant mechanic may need to be considered in the future. Mr. Burnham advised that some of the projected capital costs include replacement costs, part of which will be rate driven and part connection driven. The information will be provided to the Board at the appropriate time. Mayor Masayko urged the staff to be conservative on the connection fee additions.

With regard to electrical costs, Mr. Hoffert advised that wastewater treatment plants are the largest utility expense. He advised that alternative fuels have been included in the capital picture in 2003-04. He discussed creative ways being considered to avoid operating the 250hp pumps which pump water to Brunswick Reservoir during low irrigation cycles. He advised that the same issues regarding connection fees apply to the sewer fund, and reviewed the spreadsheets included in the agenda materials. Mr. Hoffert advised that both the sewer and water funds were budgeted with a 40% power cost increase. Until rates become stable, however, it is a pending liability. Mayor Masayko commended Mr. Hoffert and his staff, on a thorough, professional presentation.

CLERK-RECORDER (2-0564) - Mr. Glover reviewed the supplemental request to increase the hours of the Deputy Public Administrator to a full time position. He provided statistical information on the cases handled by the public administrator, and referred to statutory authority to increase the public administrator fees. He indicated that the City has considerable potential for liability in this area, and offered to return to the Board in July with a proposed ordinance change. Mayor Masayko requested a spreadsheet showing what was charged last year. In response to a question, Mr. Glover discussed the trust account and the sources of funding used by the public administrator to handle the clients' needs. He indicated that his office tries to emphasize the personal side of the function. He acknowledged that a spreadsheet could be produced on the revenue projections. **Supervisor Plank moved to approve making the deputy public administrator position full time under the provision that Clerk-Recorder Glover submit a financial plan to cover the cost of \$5468 which will be effective July 1, 2001.** Mr. Glover indicated that he would do the necessary paperwork and submit it to the Board in the next couple meetings. **Supervisor Williamson seconded the motion. Motion carried 5-0.**

CITY MANAGER'S OFFICE (2-0740) - Mr. Berkich introduced Ms. Busse and Mr. Joiner. He advised that there were no changes to his budget. He reviewed the supplemental request to fund a new Redevelopment/Economic Director position, and discussed the functions of the position. He reviewed proposed funding sources as outlined in a schedule distributed to the Board of Supervisors. Mayor Masayko expressed support for the request, but discussed concerns regarding the proposed funding sources. Discussion took place with regard to funding and the functions of the position. Mr. Berkich discussed the

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goals of economic development, grants, and redevelopment, and expressed the opinion that the position will work very well in developing opportunities for the City. Supervisor Livermore concurred, expressed support for economic development and appreciation for Mr. Joiner's experience. Mr. Berkich discussed the advantages of having Mr. Joiner fill the position. Mayor Masayko suggested that Mr. Berkich submit a Board Action Form, complete with the job description and the funding commitment as soon as possible. He indicated that the position may be a "one-year experiment." Mr. Berkich acknowledged that the requested information would be submitted.

BOARD OF SUPERVISORS (2-1028) - Mr. Berkich reviewed the supplemental request to produce an annual report for the City. He advised that following research on the request and a meeting with Carson-Tahoe Hospital staff, a refined scope and budget for the project have been developed. Mayor Masayko thanked Supervisor Livermore for his support of this request. Supervisor Livermore requested that the amount be placed on the first cut list, and commented that the publication could be a resource for the Redevelopment Director. Mr. Berkich discussed the use of advanced technology in redevelopment/economic development, particularly the Internet and GIS. Supervisor Williamson suggested that the publication could be included in the Redevelopment Director's budget. She discussed the year-end publications distributed by Carson-Tahoe Hospital, Western Nevada Community College, and the City's Finance Department. Mr. Berkich thanked Ms. Busse and the City Manager's staff for developing the budget.

Mayor Masayko discussed possible legislative changes to the final budget. In response to a question, Mr. Glover provided an update on the fee bill. In response to a question, Mr. Berkich advised that the Internal Auditor's budget is separate from the City Manager's budget. In response to a further question, Mr. Berkich advised that a full budget presentation would not necessarily be made next year unless the Board directs otherwise. Mayor Masayko discussed the importance of including backup information with the supplemental requests.

ADJOURNMENT (2-1299) - Supervisor Staub moved to adjourn the meeting at 10:24 p.m. Supervisor Plank seconded the motion. Motion carried 5-0.

The Minutes of the March 6, 2001 meeting of the Carson City Board of Supervisors are so approved this _____ day of April, 2001.

RAY MASAYKO, Mayor

ATTEST:

ALAN GLOVER, Clerk-Recorder