A special meeting of the Carson City Board of Supervisors was held on Saturday, January 7, 1989, at the Community Center Sierra Room, 851 East Williams Street, Carson City, Nevada, beginning at 9:30 a.m.

PRESENT:	Marv Teixeira	Mayor
	Ron Swirczek	Supervisor, Ward 1
	Tom Fettic	Supervisor, Ward 2
	Marilee Chirila	Supervisor, Ward 3
	Kay Bennett	Supervisor, Ward 4

STAFF PRESENT:	L. H. Hamilton	City Manager
	Alan Glover	Clerk-Recorder
	Michael Rody	Deputy City Manager
	Walt Sullivan	Community Development Director
	Mary Walker	Finance Director
	Dan O'Brien	Public Works Director
	Ron Wilson	Purchasing Agent
	Charles P. Cockerill	Chief Deputy District Attorney
	Jeanette Sullivan	Administrative Assistant to the City Manager
	Katherine McLaughlin	Recording Secretary
	(B.O.S. 1/7/89 Tape 1-0001)	

Mayor Teixeira called the meeting to order at 9:55 a.m. by leading the Pledge of Allegiance. Roll call was taken and a quorum was present.

Mayor Teixeira commended staff and Board members on their participation in the Thursday evening recognition and Portrait of Mayors unveiling ceremony. He then outlined the agenda, purpose, and procedures to be followed during the session.

1. DISCUSSION AND ACTION ON VARIOUS BOARD APPOINTED COMMITTEES, COMMISSIONS, BOARDS, AGENCIES, ETC., INCLUDING MAYOR PRO TEMPORE (1-0204) - Mayor Teixeira requested Supervisor Chirila be made Mayor Pro-Tem. Supervisor Fettic moved to appoint Supervisor Chirila Mayor Pro-Tem. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

Following discussion of the number of meetings, meeting dates and times, qualifications, length of term of present members, or interest in the Board/Commission, etc., the following appointments were made:

Supervisor Swirczek moved to appoint Supervisor Bennett to the General Obligation Bond Commission. Supervisor Fettic seconded the motion. Motion was voted and carried 5-0.

Supervisor Fettic moved to appoint Supervisor Bennett to the Tahoe Regional Planning Commission. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

Supervisor Bennett moved to appoint Supervisor Fettic to the Carson-Tahoe Hospital Board of Trustees. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously.

Supervisor Swirczek moved to reappoint Supervisor Fettic to the Regional Transportation Commission. Supervisor Bennett seconded the motion. Motion was voted and carried unanimously.

Supervisor Swirczek moved that, based upon Supervisor Chirila's tenure, Supervisor Chirila be appointed to the Tourism Authority. Supervisor Fettic seconded the motion. Motion was voted and carried 5-0.

Supervisor Fettic moved to appoint Supervisor Bennett to the Parks and Recreation Commission. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

Supervisor Fettic moved to appoint Supervisor Bennett to the Lake Tahoe Land Acquisition Commission. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

Supervisor Fettic moved to appoint Supervisor Bennett to the Lake Tahoe Transportation District. Due to the time involvement with this Committee and her other assignments, Supervisor Fettic withdrew the motion. Clarification noted that this appointment did not have to be one of the Board members but could be a citizen. Discussion noted the desire to use community resources rather than staff to fill such vacancies. Supervisor Bennett agreed to find an interested citizen for this Committee and return for Board confirmation at a later date. Supervisor Fettic then moved to appoint Supervisor Bennett to the Lake Tahoe Transportation District. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously.

Discussion noted that Mr. Sullivan had been assigned to the State Land Use Council by the Governor. No change was made.

Discussion ensued concerning whether a Board member should be on the Golf Course Advisory Committee. The Board will consider a Resolution on this at its February 3 meeting. The District Attorney's office was directed to prepare a Resolution which would list the membership as being seven individuals.

Supervisor Fettic moved to appoint Mayor Teixeira to the Merit Award Committee. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

The Records Management Committee - Several months ago the Internal Auditor had been designated as a member rather than a Board member.

Supervisor Swirczek moved to appoint Supervisor Bennett to the Senior Citizens Advisory Board. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0.

Discussion ensued concerning the policy of having a Board member assigned as a liaison with other Commissions/Committees/Boards.Consensus was that this policy would be discontinued. This decision would not preclude a Board member from attending should he/she so desire. (During this discussion Supervisor Swirczek stepped from the room--10:15 a.m.) The City Manager and District Attorney were directed to research these Committees/Commissions/Boards and determine which required a Board Member to attend. Discussion noted that citizen-at-large assignments would be made at another meeting.

BREAK: At 10:25 a.m. a ten minute recess was called. When the meeting reconvened at 10:35 a.m. the entire Board was present constituting a quorum.

Discussion ensued concerning the possibility of having a volunteer from the public serve as a protocol officer. This matter is to be discussed further under Item 5.

4. DISCUSSION AND ACTION ON POLICY REGARDING INTERNAL COMMUNICATIONS (1-1335) - Discussion ensued concerning the roles of communication between the Mayor and the Community, the Mayor and Supervisors, the Mayor and City Manager, the Supervisors and City Manager, the Mayor and staff, and the Supervisors and staff. Mayor Teixeira stressed that he would attempt to make to the press only those official statements which had been agreed upon by the Board beforehand or had been reviewed by the Board. Board comments stressed the feeling that the Mayor should be making some of the statements which the City Manager had done in the past. Discussion indicated that responses to public contacts would require judgmental decisions as to whether the Mayor should respond or refer to a Supervisor and whether notification to the Supervisor from that Ward was warranted. Mayor Teixeira felt that his communication with the City Manager should be as only one member of the Board, that he (the Mayor) was to handle policies as dictated by the entire Board, and that Mr. Hamilton was to carry out those policies. Discussion indicated that written communication should occur between the Board and City Manager to eliminate the potential of having different information given to different Members or when verbal contact cannot be made. Mr. Sullivan had started this procedure within his office for which Supervisor Chirila commended him. She also suggested monthly written reports on programs/problems. Mr. Hamilton suggested that bi-weekly newsletters be utilized for this purpose. Mayor Teixeira felt this was a valid suggestion if it could be controlled rather than become a voluminous document. He also felt that communication with staff should be through Mr. Hamilton except when staff requested a meeting. His role would not be one which would establish procedures for staff. Mr. Hamilton urged the Board consider individual Board Member's request prior to having staff devote time to an item. Comments supported the policy of having such requests channeled through the City Manager, however, informational requests could be made direct to staff if a great deal of staff time is not required.

Discussion ensued concerning communication problems with the employee associations. Supervisor Swirczek suggested that the Associations submit monthly reports to the Board which would outline their concerns, problems, suggestions, etc. This would be agendized monthly as a routine matter so that if the Associations wish to have a report, they may do so. Support for this proposal was voiced by Supervisors Chirila and Fettic. Mr. Hamilton explained his request to the Associations for suggestions on how to improve communications.

Discussion ensued concerning means of opening public communication, the need for accuracy in statements, and the proper attitude toward the press and in statements.

2. DISCUSSION AND ACTION ON THE BOARD'S AGENDA FORMAT/CONTENT, AND BOARD MEETING INCLUDING AN INVOCATION (2-2965) - Need for workshops was discussed which are to be continued but moved to the Northgate Complex. (2-0071) The Board directed, and Mr. Hamilton agreed, funding for a better cassette for the Recording Secretary be found.

Board consensus supported Mayor Teixeira's position that no items should be added to the Agenda after the workshop unless a true emergency existed or the item related to a loss of funding. The District Attorney's office was directed to return with a resolution to this effect. The deadline for providing the backup material was also discussed. The Board felt that if the material was not available by the workshop, it should be removed from the Agenda. Problems meeting deadlines set by the Board during meetings were also noted. Mr. Sullivan suggested that Board direction should be that such items be brought back when completed and ready for action rather than by a certain date. This would eliminate the need to continue incomplete matters as well as take up staff time in prepare what is available for that meeting.

Attempts would be made to streamline the meetings, reduce the number of items, and prioritize the Agenda in a fashion to minimize staff time during meetings. When items are submitted for the Agenda, indication of the amount of time needed should be given.

Procedure for removing items was explained as being that the person placing the item on the Agenda was the only one who could remove it. A written procedure was needed. (Tape 2 malfunctioned at this point. 3-0001) Discussion also pointed out the need to restrict the number of times items could be pulled at the "11th" hour.

Mayor Teixeira felt that in view of the staff time involved, the item should not be automatically placed on the next agenda. Supervisor Bennett felt this routine polarized the opposition even more. Mr. Cockerill was directed to draft a resolution.

Discussion ensued concerning the format, the Open Meeting Law, and length of the Agenda. Ms. Sullivan was instructed to prepare several examples of formats for the Board to consider. Public input would not be restricted, however, time limits could be scheduled by the person placing the item on the Agenda.

BREAK: At 11:20 a.m. a ten minute recess was taken. When the meeting reconvened at 11:30 a.m. the entire Board was present, constituting a quorum.

(3-0392) Following Mayor Teixeira's introduction, Supervisor Chirila moved that the Board have invocations before each Supervisor meeting which would be given by the various members of the religious community. In order to avoid legal problems, Mr. Hamilton was directed to have staff research the matter and advise the Board on the proper procedure. Supervisor Chirila then withdrew her motion. Mr. Hamilton was also directed to contact Bruce Henderson and advise him that the Board was interested in the request, however, needed additional information. Mr. Hamilton stressed that the Ministerial Alliance would be responsible for maintaining the program.

3. DISCUSSION AND ACTION ON BOARD GOALS AND OBJECTIVES FOR 1989 (3-0502) - The Board then took turns listing goals and objectives and, when indicated, discussing/explaining them. They were:

Mayor Teixeira - Ethics/conflict of interest ordinance for appointed and elected officials; a parity study for all employees which would consider the State, the community, and the University scales and criteria; equitable connection fees; potential prison resources.

Supervisor Swirczek - General Policies: Should establish what the City should look like, specifically, develop and adopt an Architectural Design Standards for future commercial/retail development; an ordinance restricting overhead utilities in the urban area; economic growth factors which should include completion of the downtown master plan, incorporating the west side historic district, and incentive zoning with private funds; completion of the airport improvements and utilization of it for incentive industrial growth; active City solicitation of clean, low water type industries; active participation with Tourism to promote the City's resources; adopt individual resolutions of support for cultural resources, as well as educational resources and Youth Sports Association; completion of the Park Bond projects; active support and participation for legislation related to the Tri-County water concept; cooperative support with the State on the Marlette/Hobart system and its development; completion of the storm drain master plan including legislative financing for construction, improvement, and maintenance; Operational Policies - a report from the Health Department indicating the air quality and when standards should be adopted; define alternatives for the Public Safety Complex, provide the organizational structure and the operational procedures for the Fire Department; completion of the ambulance and paramedic report with appropriate Board action; complete and adopt uniform planning, zoning, and development standards, including review, evaluation, and updating of the land use map; creation of a planning and budget management team to address the Planning Department's needs; preparation of the five year projections for the General and Enterprise funds; establish the vehicle replacement program; define alternatives and provide action on a Data Processing program; streaming/consolidate Community Development and Public Works functions related to building permits and other items involving builder/developer projects including consolidation of these functions if necessary; improve communications with Employee Associations, business and service organizations, Western Nevada Community College, and other Boards, Committees, and Commissions; implement a new utility billing system if necessary; completion of the Senior Citizens Center.

Supervisor Chirila - Meetings with surrounding counties addressing the Tri-County Water proposal and other items of mutual concern; establish a public information/education program related to public safety matters; evaluation of the composition, terms, and conflicts of interest of the various Boards, Committees, and Commissions; adoption of a policy restricting the number of terms on such Boards/Commissions/Committees; implementation of the master plan; support Community Development's efforts to rewrite the zoning ordinance; establish a City protocol officer and utilize him; acknowledge the Historic District as an economic asset and use it as such as well as the airport; and restrict residential encroachment of the airport.

Supervisor Bennett - Internal Goals: Consolidation of Community Development and Public Works to eliminate the duplication/fragmentation of effort including an examination of the Departments and their purposes; evaluation of the impact and public relations in community dealings; determination of Department direction and goals including any reorganization which may be necessary; policy development and procedures modifying the land development ordinances, specifically Titles 17 and 18, so that we become pro-active rather than reactive; implementation of cost effective automation including evaluation of alternatives; establish a working trust with Department Heads including performance criteria; External Goals: Completion of the Senior Citizens Center; support and communication with the Senior Citizens Advisory Board including progress reports; support the Downtown Redevelopment Program through ordinances, financial support, legislative and State programs; adopt a Bed and Breakfast Ordinance for the Historic District, provide moral support for the V&T Railroad; establish a legislative agenda; establish a centralized grant program and process; support the airport industrial complex including development of an airport authority which will remain throughout the years; establish infrastructure ordinances addressing water, sewer, environmental, etc., concerns for the airport industrial complex, which would be followed by a strong marketing effort; concrete development plans for the Children's Museum; evaluation of the child care facilities establishing standards, criteria, zoning, and ordinances; provide affordable housing; establish Carson City Pride and Revitalization Program; and supported Supervisor Swirczek's comments related to the Tri-County and Marlette/Hobart water issues.

Supervisor Fettic - Public education to explain the budget process including the Enterprise and General Funds--Supervisor Swirczek volunteered to assist with this program; establish a procedure which would respond to Letters to the Editor; and supported the parity study by noting that Mayor Teixeira had a proposal on its development (discussed later in the meeting).

Mayor Teixeira - A privately funded Employee of the Month Program; utilization of the Community Access Channel (31) for Agendas as well as other public information items; creation of a public ice skating rink at Mills Park with private funding, modifications to the ordinances related to junk cars and other community pride items.

BREAK: A lunch recess was called at 1:20 p.m. When the meeting reconvened at 1:50 p.m. a quorum was present although Supervisor Chirila was absent.

Mayor Teixeira commended staff on its attendance and expressed his confidence that a sound foundation had been laid to accomplish the goals listed.

(3-2501) Liability concerns on the ice staking rink were expressed. The District Attorney's office was directed to research the liability and ability to use the park for this purpose. The Board authorized Mayor Teixeira to pursue both the ice staking rink and the Employee of the Month Programs.

Discussion indicated a need for another meeting in two or three weeks as well as the items which were already in the process. Mayor Teixeira explained his plan for the parity study committee which would contain a citizen-at-large, a member of the three unions, District Attorney's office, Sheriff's office, Fire Department, one State, UNR, and WNCC representative, and would research the parity scales and establish rates. Any employee who was over the scale would be capped. Deficiencies would be made up. Staff was directed to bring this matter back for action. (4-0029) Ms. Walker felt that she could have the five year Enterprise goals and budget ready by April 1 with the tentative budget. There is an air quality standards ordinance already on the books, however, it may be necessary to review it. Supervisor Swirczek expressed his feeling that it should be evaluated and a determination made regarding the present air quality standards and Federal regulation requirements. Mayor Teixeira felt that he had several volunteers who would help with the public access channel and was directed to proceed. The contract for a study on equitable connection fees will be mailed soon. This person will evaluate the water usage in the rate structure. Construction should be finished in 1989 on the Senior Citizens Center. Supervisor Bennett expressed her desire to have monthly progress reports on this project. Mr. Cockerill felt that an ethics ordinance could be ready for consideration by March. Mr. Sullivan and his assistant, Mr. Toll, have been working on the economic master plan. Establishing a protocol officer should be ready for Board action by the next meeting. He/She would be a volunteer. Mr. Hamilton was directed to begin the process with the State Prison Officials to determine the criteria for using prisoners as a resource. Supervisor Swirczek agreed to work toward establishing a committee and preparing a list of incentives and types of industries which should be solicited to relocate in Carson City. Concern was expressed that zoning and economic development ordinances should be in place before solicitations are begun.

(4-0479) Gail Thomassen expressed her hope that improved communications with the media would occur. She suggested a weekly column by first the Mayor, then a Supervisor, etc., providing positive information on the City or addressing a problem. She then suggested that more timed items be scheduled on the Agenda which may encourage more public attendance and participation even if only for short periods of time.

(4-0534) Mayor Teixeira explained a legislative welcome funded by the private sector which would occur on January 17 and is co-hosted by the Board and Chamber of Commerce. He then introduced Executive Director of the Chamber of Commerce Larry Osborne.

(4-0558) Mr. Osborne noted that the invitations to the Legislators had already been mailed. The invitations to the community would be mailed next week. He then commended the Board on its session and accomplishments. He suggested that Citizens Comments, as used in Reno, could reflect the individual's name, representation, type of comments to be made, and amount of time needed to testify. The chairperson then calls on those individuals and allocates the time requested. Citizen Comments as normally agendized would remain and address any item not on the agenda. The proposed economic development program was commended. He felt that NNDA has a lot of good ideas and information which may be of interest in this program. He felt that the new Director, Chris Holt, was interested in soliciting businesses and expanding the program. The Chamber and NNDA would be working on a list of businesses which should be targeted for this area and may be of interest to the City. The goal to open communications with the public, business interests, etc., was a marvelous idea. He had been successful in his attempts to reach the staff and Board and expressed the hope that it was a two way street from his end.

The Board then scheduled the next session for Saturday, January 28.

The reports from the employee associations was scheduled for the first meeting in February. Mr. Rody suggested that a series of budget articles be prepared and published in the Appeal before the budget is published. Supervisor Swirczek felt that the articles should indicate that two days after the publication a meeting would be held to discuss that portion of the budget. If the public had any comments, they could be addressed at that time. Mayor Teixeira so directed Mr. Rody.

There being no other matters for discussion, Supervisor Fettic moved to adjourn. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously. Mayor Teixeira adjourned the meeting at 2:30 p.m.

A tape recording of the proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during the normal business hours.

The Minutes of the Carson City Board of Supervisors Special January 7, 1989, session

ARE SO APPROVED ON___January_19____, 1989.

_/s/_______________________________________
Marv Teixeira, Mayor

ATTEST:

_/s/______________________________________
Alan Glover, Clerk-Recorder