A special meeting of the Carson City Board of Supervisors was held on Saturday, January 28, 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
	Michael Rody	Deputy City Manager
	Walt Sullivan	Community Development Director
	Mary Walker	Finance Director
	Charles P. Cockerill	Chief Deputy District Attorney
	Jeanette Sullivan	Admin. Asst. to the City Manager
	Katherine McLaughlin	Recording Secretary
	(B.O.S. 1/28/89 Tape 1-0001)	

Mayor Teixeira called the meeting to order at 9:40 a.m. Supervisor Fettic lead the Pledge of Allegiance. Roll call was taken and a quorum was present although Supervisor Chirila had not yet arrived.

4. BOARD DISCUSSION OF THE PROPOSED ORDINANCE DIRECTING REVENUE FROM THE SALE OF ABANDONED STREETS WITHIN THE REDEVELOPMENT DISTRICT TO THE REDEVELOPMENT AUTHORITY - Pulled.

1. FURTHER DISCUSSION AND POSSIBLE ACTION REGARDING THE ALTERNATIVE FORMATS FOR THE BOARD'S AGENDA, THE PROS AND CONS INCLUDING OUTLINES OF ALTERNATIVE PROCEDURES, AND OTHER RELATED MATTERS (1-0025) - Ms. Sullivan explained her reasons for having and her attempts to establish times for hearing the agenda items. Mayor Teixeira supported the concept. Discussion ensued between the Board and Mr. Cockerill regarding legal requirements of timed agenda, reasons for having the workshop meeting on Mondays, and posting requirements. Suggestions were made that the Mayor, City Manager, and Ms. Sullivan attempt to establish a tight time schedule for a majority of the items and that a group of items be agendized in such a fashion as to be used as fillers similar to Douglas County's agenda. (During this discussion, Supervisor Chirila arrived--9:55 a.m. A quorum was present as noted.) Mr. Cockerill agreed to research this suggestion. It was felt that experience would eventually help establish the amount of time needed to have a timed agenda for action items which may be of public interest.

BREAK: At 10 a.m. a five minute recess was called. When the meeting reconvened at 10:05 a.m. a quorum was present as noted.

The previous agenda was briefly reviewed by Mayor Teixeira who explained how retrospect indicated the agenda should have been timed. He expressed a willingness to meet with Mr. Hamilton and Ms. Sullivan and establish a format with timed items. Mr. Cockerill felt that during the Friday staff meeting, staff could provide Ms. Sullivan with input on what items would not be heard at the following Board meetings.

No formal action was taken on this Item.

2. FURTHER DISCUSSION AND POSSIBLE ACTION REGARDING THE VARIOUS BOARD APPOINTED BOARDS, COMMITTEES, COMMISSIONS, ETC., INCLUDING CRITERIA FOR

RECRUITMENT PROCEDURES, COMPOSITION OF MEMBERSHIP, AND OTHER RELATED MATTERS (1-0717) - Discussion ensued among the Board members and staff concerning the pros and cons of having appointments made from the various wards; having a formal application and interview process for each applicant; whether the full Board, a Board committee, Personnel Manager, or Personnel Committee should perform the interviews; and conflict of interest concerns. It was felt that there would be adequate applications from the various wards if required. If not, then neighborhood meetings or "supervisor walks through neighborhoods" should be utilized to attract interest and applicants. Concern was expressed that some of the Committees have statutory requirements regarding the appointments which Mr. Cockerill needed time to evaluate prior to action being to change the current policy. Discussion then ensued concerning whether an individual should be restricted to one or two terms with the understanding that a second term was automatically approved. The Board's consensus was that this individual's record and application should be evaluated with the other applicants. The interview and evaluation process should consider the Committee's recommendation, however, automatic reappointments should not be considered part of the original appointment criteria. Discussion ensued concerning the need to make some appointments posthaste due to quorum problems. The Board then directed Mr. Hamilton to schedule the applicants for the next meeting for Board conducted interviews. Concern was expressed that this may eliminate a lot of good potential applicants. Ron Hammond questioned whether he would be allowed to attend the Planning Commission interviews if conducted by either staff or a Personnel subcommittee. Discussion ensued concerning whether Supervisor recruited applicants needed to have interviews including problems when a majority of the Board does not approve of the applicant. Denise Hammond suggested that the normal recruitment and interview process be utilized. If good applicants are not found, then the Supervisors should recruit from the wards. Each ward should be represented if an adequate number of applicants are submitted. If not, then applicants from other wards should be considered.

Supervisor Swirczek directed that Mr. Cockerill determine whether ward appointments could be made for the Planning Commission and Parks and Recreation Commission. If possible, then interviews should be scheduled starting at 5 p.m. for every ten to 15 minutes. If not possible, a memo should be placed in the Board's mail slot.

Supervisor Bennett expressed her feeling that Airport Board appointees should be knowledgeable about the operation with the ward proposal being a secondary criteria. Discussion noted the feeling that if this concept is required, the same stipulations would apply for the Golf Course Advisory Committee. Mayor Teixeira explained the problems presently occurring with several of the Committees due to a lack of a quorum and urged the Board to avoid delays if at all possible so that the Committees could continue to function.

Discussion pointed out the different committee terms and that there may be some individuals the Board wishes to appoint for a second consecutive term. Before any final decision is made the District Attorney's office, Ms. Sullivan, and Mr. Hamilton were to review the Codes and Statutory requirements and determine the stipulated criteria for membership. Further discussion noted that there are current openings on the Planning Commission, Airport Board, Golf Course Advisory Commission, Historic Architectural Review Committee, and Tourism. A special meeting was then set for Monday, February 13, at 5:30 p.m. to interview applicants for Planning, HARC, Airport, Golf Course, and Tourism. The applicants would be restricted to five minutes for input and five minutes for questions from the Board. If possible, uniform applications were to be submitted, however, there may not be enough time to accomplish this goal nor to restrict the applications to wards. Mayor Teixeira felt that this could be accomplished within the next six months.

BREAK: At 11:05 a.m. a five minute recess was taken. When the meeting reconvened at 11:10 a.m. a quorum was present as noted.

Mr. Rody suggested neighborhood planning committees which would represent the wards and address planning and redevelopment issues for their areas. They would receive staff reports and their recommendations would be made to the Commission. These individuals could be considered the pool of applicants for appointments to the Committees when vacancies arise. Staff was directed to formalize this proposal and bring it back for action.

Supervisor Fettic then moved to direct the District Attorney's office to prepare and bring back a Resolution which would remove the two setting members of Board of Supervisor from the Golf Course Advisory Commission. Supervisor Swirczek seconded the motion. Motion carried 5-0.

3. FURTHER DISCUSSION AND POSSIBLE ACTION ON THE BOARD'S GOALS AND OBJECTIVES FOR 1989 INCLUDING ADDITIONS AND DELETIONS, PRIORITIZATION, AND OTHER RELATED MATTERS (2-0005) - Mayor Teixeira began discussion of this Item by explaining his "flip charts" and organization of the Board's goals and objectives as set forth during the last workshop. Discussion then noted that the Senior Center, Recreational Bond Projects, and Golf Course were not General Fund items and were on their own time schedules. Discussion also indicated the feeling that monthly status reports should be given so that if problems become apparent, such as lack of staff in Purchasing, it could be addressed without jeopardizing progress. This status report should be a summary of the scope of the project, funding, and timetable for completion. Reasons for requiring status reports on other projects, including the Sheriff's surveillance camera, were noted. These cameras purportedly had been authorized sometime ago, however, have still not been installed. Mr. Rody noted that priorities are constantly being changed, creating a duplication of effort, and until this is addressed, such problems may occur. Mr. Hamilton explained a proposal to have a bulletin board designated for projects and the delay on the golf course club house. Board consensus supported monthly progress reports containing a status report, anticipated completion, time frames for various phases, and an outline of the funding.

Discussion ensued concerning the airport. Supervisor Bennett explained her support of a legislative proposal to establish an Airport Authority and the need for the Board to receive public input before the March hearings. It was felt that the airport is currently considered a general aviation and recreational facility. There is a need for a good economic program at the industrial park. Reasons for the delay in the FAA funding for the airport 150 project were explained. Mr. Hamilton felt that a determination on this funding should be made by April 1st and a status report given at that time. The airport master plan will be ready for Board action by the second meeting in March. Mr. Rody briefly explained the items analyzed by the consultant.

Discussion ensued concerning the feeling that the ordinances regulating child care facilities should be analyzed and modified to meet growing needs and concerns. A status report should be ready by March 15 and was assigned to Mssrs. Hamilton and Fralinger.

A conflict of interest ordinance for the Board of Supervisors and the other Commissions was being prepared and should be ready for Board discussion by March 15.

The bed and breakfast ordinance was transferred to the Historic Development area for discussion later. Mr. Sullivan explained previous work completed on the ordinance which was not adopted by the Planning Commission. He felt that this proposal should be included in the downtown master plan. It should be ready for Board discussion in July.

Zoning ordinances and land use modifications were transferred to the economic diversification area.

The need to control the location of utilities for aesthetic and safety reasons as well as the need to define transmission lines were discussed. All utilities in new subdivisions are underground. Mr. O'Brien is to report on present statutes and needed revisions in April.

Mayor Teixeira explained his desire to have some "teeth" in the aesthetic neighborhood ordinances. This was assigned to Planning for a July 1 status report. The report should include a means for classification, types of nuisances, and enforcement procedures. Due to concerns that staff may not be able to meet all the deadlines indicated, Mayor Teixeira explained that the deadlines were not set in concrete. If a problem arises, the staff should bring it to the Board's attention so that priorities can be established.

Supervisor Swirczek expressed his feeling that the storm drain master plan status report should have been given by Jerry Hestor before now. Mr. Hamilton explained that Mr. Hestor has been out of town. He felt that a status report could be ready for the second meeting in February. Supervisor Swirczek stressed his feeling that this report should be given even if legislative proposals are not required. Following discussion, Mayor Teixeira directed that the status report be handled in a memo by the middle of February.

Comments among Ron Hammond, Supervisor Swirczek, and Mr. Hamilton discussed the problems encountered in attempting to get a utility billing program contract returned from Mr. Questella. The Board directed that a status report or memo be given by the February 16 Board meeting.

Legislative action would resolve the Tri-County agreement. Discussion indicated the need to have a joint meeting on this issue. Mr. Hamilton was to request Jack Davis of NNDA have another meeting. Mr. Cockerill agreed to research the geographical limits on city councils, boards, and commissioners.

Water connection fees, including the equity between industrial, commercial, and residential, were being addressed under Utility Billing.

Progress on the Hobart/Marlette system, the maximum benefit receivable, and additional informational needs were discussed. Consultant George Ball should be giving a report shortly. Mr. Cockerill explained there is an addendum to the 1987 agreement with the State and should be ready for Board consideration soon. Public Works will be going to bid on the treatment expansion in February. Clarification stressed that the expansion was not for new growth but merely to address the present population needs. This would be included with the five year capital water plan which would be discussed at the February 2nd meeting.

Mayor Teixeira questioned whether the reservoir could handle all of the irrigation commitments and directed a report be made before the end of March. Discussion indicated the need to have this report by February 16.

Mayor Teixeira explained his suggestion for a parity study and directed a report by the end of March indicating whether it should be undertaken.

Prison resources were assigned to Messrs. Hamilton and Rody and were "in the works". The DUI Community Service Program has been returned to Judge Willis. The Juvenile Probation Program was also noted.

The Data Processing Committee would meet in the near future and respond to Supervisor Bennett's request for an automation audit. She suggested that the Board then evaluate this listing and determine the need for an outside consultant. Supervisor Swirczek questioned whether the present personnel could make the "SPAN" program a reality, how well defined are the City's needs, and explained a consultant's report completed two years ago. Supervisor Bennett felt that that report adequately addressed an internal problem but was of little benefit in building a future program. She expounded on her reasons for feeling that an outside consultant was essential.

Discussion indicated a centralized clearing office for grants had been established. The individual offices were responsible for generating the grant applications. Mr. Rody's office would monitor the grants. A report on what grants have been obtained and their status should be ready for the second meeting in February. Concern was expressed that the City was not taking advantage of all the grants which are available. Mr. Hamilton explained several methods of discovering how grants are found including the Catalogue of Federal Assistance and a State catalog. Mr. Rody was requested to evaluate the potential of appointing a staff member to actively seek grants. Mr. Rody was directed to advise the Department Heads that the Board expects them to actively seek grants.

Mayor Teixeira reported on the community access channel. Hugh Smith was assisting him. Community support was evident. A report should be ready in 30 to 45 days. Mr. Smith is to coordinate his efforts through Mr. Hamilton. Mr. Smith has not contacted Mr. Hamilton to date.

Mr. Hamilton explained the progress made on the job description for a volunteer protocol officer which should be completed in 30 days.

The Carson Pride and Revitalization Program was explained as being a spring clean-up project. A Board discussion on the scope of the project may occur at the next meeting. Supervisor Bennett felt a status report would be ready for the second meeting in February. Mr. Sullivan explained community support, a proposal to use high school students, and prize money. Mr. Hamilton explained another program which had used the volunteer fire fighters and Public Works personnel. Supervisor Swirczek suggested that the project begin immediately with the District Attorney's office with new curtains, drapes, awnings, etc.

Budget planning and community education was deferred until later in the meeting.

The need to coordinate the Community Development and Public Works functions was discussed at length. Mr. Sullivan felt that a proposal could be ready by the second meeting in February. Comments stressed the feeling that coordination, changes in attitudes and streamlining had to be made. Mr. Hamilton was placed in charge of this item and a report was scheduled for the first meeting in March. (3-0070) Supervisor Bennett stressed the need for adequate time to plan the changes. Mr. Hamilton explained that if a viable plan is not possible within the timeframe, a report/memo would given to the Board so stating.

Fire organizational structure was deferred until the ambulance questions are resolved.

Regarding the ambulance, Mr. Hamilton explained that Mr. Page had submitted his resume and that he would be brought on line within the week.

Ms. Walker explained that sewer, water, and golf course five year capital improvement budgets were being prepared as a part of the budget. Basic operations of the General Fund will be addressed. She was assigned this item. She had been analyzing, with Vehicle Maintenance Supervisor Don Davis, the Sparks program and will include a five year vehicle replacement program and policy in the budget process. This was assigned to Ms. Walker.

Mr. Hamilton explained a briefing document outlining the Department goals and objectives with flow charts, etc.

Supervisor Swirczek felt that staff should be directed to provide by the middle of March or second meeting in April definitive alternatives for the courthouse, jail, and fire station for Board and public evaluation. This was assigned to Mr. Hamilton and scheduled for the second meeting in April.

Discussion ensued concerning the need to remove trucks from Carson Street within the next year. This was assigned to Mr. Fettic and RTC. A status report on the meter removal will be given at either the next Board meeting or the following meeting.

Discussion ensued concerning the future of the Downtown Redevelopment District, the Historic District, and the V&T Railroad. Staff should coordinating all the efforts including the Rotary, Redevelopment, and leading the process to avoid fragmentation. Supervisor Swirczek stressed the need to acknowledge the economic benefit of the historic district and change the community attitude related to it. Mayor Teixeira stressed the need to have design standards established posthaste. Ms. Walker explained a legislative bill, ACR 13, which will have a legislative committee study a capitol complex and redevelopment of Carson City as well as its membership. Mayor Teixeira stated he would attend this hearing. Supervisor Fettic expressed his feeling that the City Manager should coordinate the Planning and Public Works efforts. Discussion included staffing needs. A special meeting has been scheduled with Legislators.

Discussion ensued concerning the need for and Planning's progress made on an economic development ordinance. Copies of a preliminary economic diversification plan were distributed to the Board and Clerk. The plan included timetables for completing various phases of the program. These phases included items related to marketing, an analysis of public services and needs, and projected growth analysis. Supervisor Swirczek felt that this would eventually have the City actively solicit news businesses. Mayor Teixeira expressed his feeling that the program was valid, however, until perimeters are established indicating what the City could handle and would accept, it was premature. These perimeters included salaries, water usage, etc. Supervisor Swirczek commended Mssrs. Sullivan and Toll on their efforts. Mr. Sullivan explained his and Eric Toll's roles in preparing the plan and commended Mr. Toll for taking the lead. He noted that the airport and industrial growth management had been overlooked. He too supported the desire to supplement NNDA's role but stressed the need for a development team who could take NNDA's contacts and make them a reality. He suggested an "ambassador" program be developed which could support the program. He also supported working with the Chamber of Commerce, NNDA, and business groups and suggested Mr. Hamilton act as the coordinator for City staff.

(3-1045) Northern Nevada Development District Executive Director Chris Holt noted that his firm had received 62 inquiries from businesses interested in relocating within his four county district. Forty-three of them were specifically interested in Carson City. At this time 70 of his members were from Carson City with three of them serving on his Executive Board. He needed information concerning the types of industry the City was interested in obtaining and delineating the City's attributes. City support, including attendance at the monthly breakfast meeting, was urged.

Supervisor Bennett expressed her support for the program and NNDA.

As the program was conceptual only, Mr. Sullivan was directed to bring back a completed proposal by the 16th. As other Departments were involved and priorities may delay their responses, if this deadline is not possible, Mr. Hamilton was to inform the Board. Ms. Walker noted the budget deadlines. Supervisor Swirczek directed Mr. Sullivan add the Airport and the missing elements and bring the concept back on the 16th as it is currently has been presented. The Board could then set a policy indicating the City's direction.

Supervisor Fettic expressed his concern that controls need to be established to protect the City's aquifer and such rules should be adopted within the year.

Ms. Walker explained proposals to attempt to educate the public and employees on the budget. A box would be placed in the employees' lounge and allow them to ask questions anonymously. An employee newsletter could be utilized to answer them. A labor management committee was being established which would meet with the City Manager and Deputy City Manager. When the discussion involves financing, she would be involved. Another plan would have a Board member and Ms. Walker meet with the various Departments and discuss the City's financial picture and funds.

Supervisor Fettic stressed his feeling that public education was also necessary and that the majority of the goals and objectives designated had a price tag. He questioned whether there was to be a layoff. Ms. Walker explained that at the January 6th budget meeting, 50 to 60 representatives from all the Departments were advised that there would be a layoff. At the same meeting she had presented packets reflecting rough estimates of the budget.

Services and supplies were increased by four percent. Merit increases were allowed. Capital outlay for tables, chairs, calculators, etc., was restricted to $500 per Department. An ending fund balance of four percent was maintained plus $638,000 for a contingency. Preliminary indications were that SCRRT would be increased 10 to 15 percent. Judicial requirements could eliminate the contingency. Discussion ensued concerning the need for a parity study.

Ms. Walker then explained programs to address public concerns. These included responses to the "Letters to the Editor". Mayor Teixeira cautioned that all "shots" do not require responses, however, erroneous statements should be corrected. She then suggested weekly news articles, i.e., "Ask the City" and reasons for having them. She also suggested that the State budget report, which is more concise than the City's budget, be prepared in a chart or graph form and published and distributed to the public. Sparks distributes a questionnaire to learn the public's budget emphasis. This feedback could be utilized to designate funding. Mayor Teixeira felt that such polls could be expensive. A paid survey may be cheaper and determine the same information. Mr. Hamilton explained Washoe County's and Elko's questionnaires and the services UNR could provide on a questionnaire for $6,000. Board direction was necessary before implementation.

Mayor Teixeira explained his proposal for an employee recognition program which would be privately funded.

Supervisor Bennett explained the progress which had been made on the Children's Museum. Parks and Recreation would be given the proposal at its next meeting.

Discussion ensued concerning the employee communication program. Mr. Hamilton explained that he had meet with two of the associations. The Sheriff's Association had failed to respond to the invitation. He felt that a proposal should be ready by the second meeting in February. Supervisor Swirczek expressed his feeling that the Agenda should have an item listed for employees under which concerns and comments could be made if desired.

Mayor Teixeira then explained that the business organization communication program was making progressing as are the programs with the Chamber of Commerce and the Western Nevada Community College.

CITIZEN COMMENTS (3-2075) - None.

Mayor Teixeira commended the audience for attending.

In response to Supervisor Fettic's questions, Mr. Hamilton explained that "C-Scape" would be endorsed next year and may include an incentive program.

Supervisor Fettic moved to adjourn. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously. Mayor Teixeira adjourned the meeting at 1:45 p.m.

The Minutes of the Special Carson City Board of Supervisor January 28, 1989, meeting

ARE SO APPROVED ON____February_16_____, 1989.

_/s/____
Marv Teixeira, Mayor

ATTEST:

_/s/___________________________________
Alan Glover, Clerk-Recorder