

## **CARSON CITY CHARTER REVIEW COMMITTEE**

### **Minutes of the May 23, 2006 Meeting**

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A regular meeting of the Carson City Charter Review Committee was scheduled for 5:30 p.m. on Tuesday, May 23, 2006 in the City Hall Executive Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Donna DePauw  
Ernie Adler  
Joan Andreas  
Stephen Lincoln  
Steve Suwe

**STAFF:** Alan Glover, Clerk-Recorder  
Ken Furlong, Sheriff  
Dave Dawley, Assessor  
Mary-Margaret Madden, Senior Deputy District Attorney  
Kathleen King, Recording Secretary

**NOTE:** A tape recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**A. CALL TO ORDER; DETERMINATION OF A QUORUM (1-0009)** - Chairperson DePauw called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Vice Chairperson Allen and Member Wallace were absent.

**B. ACTION ON APPROVAL OF MINUTES - March 28, 2006 (1-0020)** - Member Lincoln moved to approve the minutes, as presented. Member Adler seconded the motion. Motion carried 5-0.

**C. PUBLIC COMMENT ON NON-AGENDIZED ITEMS (1-0023)** - None.

**D. MODIFICATION TO THE AGENDA (1-0031)** - None.

**E. PUBLIC HEARING ACTION ITEMS:**

**E-1. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A CHARTER AMENDMENT THAT ESTABLISHES A PROCESS BY WHICH THE MAYOR WOULD BE REPLACED IN THE EVENT OF RESIGNATION OR DEATH WHILE IN OFFICE (1-0034)** - Chairperson DePauw provided background information on this item, and referred to the proposed language distributed to the committee members prior to the start of the meeting. Mr. Glover responded to questions regarding the proposed language, and discussion followed. Member Adler proposed to change the language to indicate that the mayor *pro tem* would serve until the next general election. Following additional discussion, **Member Adler moved to adopt the following language:** "A vacancy in the office of mayor created other than by temporary absence or disability must be filled by the mayor *pro tem*, who shall serve as mayor until the next general election; the vacancy in the office of supervisor created by the mayor *pro tem*'s assumption of the mayor's office shall be filled by appointment, as outlined above"; and amend paragraph 2 of Section 2.030, to read as follows: "No such appointment or succession shall extend beyond the first Monday in January after the next general election at which a new supervisor and / or mayor must be elected." Member Lincoln

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**seconded the motion.** Ms. Madden responded to questions regarding the scope of this agenda item, and Mr. Glover provided clarification of the intent of the agenda item. Chairperson DePauw called for a vote on the pending motion; **motion carried 5-0.**

**E-2. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A CHARTER AMENDMENT ALLOWING THE BOARD OF SUPERVISORS TO PASS AN ORDINANCE GRANTING THE BENEFITS PROVIDED TO UNCLASSIFIED EMPLOYEES OF THE CITY TO ELECTED OFFICIALS (1-0316)** - Mr. Glover provided background information on this item, and reviewed proposed language which was provided to the committee members and staff prior to the start of the meeting. He advised there was no need to list the benefits granted because they are presented as a package to the Board of Supervisors. In addition, elected officials are prohibited from being compensated for sick or annual leave and do not receive merit increases. The proposed amendment would entitle the elected officials to receive cost of living increases. Mr. Glover acknowledged there would be no fiscal difference other than the cost of living increases. **Member Lincoln moved to recommend to the Board of Supervisors the language proposed as “2.340 Benefits of Elected Officials, that the Carson City Board of Supervisors shall not be prohibited from passing an ordinance granting the benefits provided to unclassified employees of the City to elected officials of the City.” Member Adler seconded the motion.** Following discussion, Member Adler read the following proposed language into the record: “Benefits of Carson City Elected Officials. The Carson City Board of Supervisors may pass ordinances granting the same benefits provided to unclassified employees of the City as to elected officials.” **Member Lincoln so amended his motion. Member Adler continued his second.** Chairperson DePauw called for public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 5-0.**

**E-3. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A CHARTER AMENDMENT REQUIRING ALL CITY ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES TO ENACT BYLAWS (1-0533)** - Chairperson DePauw distributed copies of a letter from City Manager Linda Ritter to the committee members and staff, and provided background information with regard to this item. Member Adler suggested developing a standard set of bylaws to be used by any committee which doesn’t already have bylaws. Member Andreas suggested that requiring bylaws for advisory boards, commissions, and committees to the Board of Supervisors does not necessarily need to be included as a charter amendment. Member Adler agreed, and suggested presenting the recommendation to the Board of Supervisors to require at least a generic set of bylaws. Member Lincoln suggested the Board of Supervisors form a bylaws committee. Ms. Madden cautioned the committee against making recommendations to the Board of Supervisors regarding Board of Supervisors policies. The committee’s purpose is to recommend amendments to the charter. In response to a comment, Ms. Madden reviewed the committee’s duties under Section 1.090 of the charter. Chairperson DePauw suggested recommending a charter amendment to require bylaws and, if the Board of Supervisors so chooses, the requirement could be enacted by ordinance. In response to a question, Member Suwe suggested proposing the amendment at Section 2.320, Advisory Boards. **Member Adler moved to recommend to the Board of Supervisors a charter amendment requiring all city advisory boards, commissions, and committees to enact bylaws or utilize common bylaws, approved by the Board of Supervisors, for the conduct of their business. Member Suwe seconded the motion. Motion carried 5-0.**

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**F. FUTURE AGENDA ITEMS** (1-0845) - Chairperson DePauw advised the members of the meeting scheduled for Tuesday, June 27<sup>th</sup>. Member Lincoln requested to agendize review and discussion of Section 2.030(1) with regard to who can vote to fill a vacancy. Chairperson DePauw advised she would review the charter and discuss with Ms. Madden the appropriateness of agendizing discussion of re-establishing defunct advisory committees.

**G. ACTION ON ADJOURNMENT** (1-0921) - Member Andreas moved to adjourn the meeting at 6:23 p.m. Member Adler seconded the motion. Motion carried 5-0.

The Minutes of the May 23, 2006 Carson City Charter Review Committee meeting are so approved this 27<sup>th</sup> day of June, 2006.

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DONNA DePAUW, Chair