

***BOARD OF SUPERVISORS "DRAFT" MINUTES  
FOR THE FOLLOWING DATES ARE INCLUDED  
IN THIS SECTION:***

January 17, 2008 - Regular Session

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A regularly scheduled meeting of the Carson City Board of Supervisors was held on Thursday, January 17, 2008, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 8:30 a.m.

PRESENT:            Marv Teixeira                            Mayor  
                         Richard S. Staub                        Supervisor, Ward 4  
                         Robin Williamson                     Supervisor, Ward 1  
                         Shelly Aldean                         Supervisor, Ward 2  
                         Pete Livermore                        Supervisor, Ward 3

STAFF PRESENT:    Linda Ritter                            City Manager  
                         Alan Glover                            Clerk-Recorder  
                         Sue Johnson                          City Auditor  
                         Larry Werner                         Development Services Director  
                         Walter Sullivan                        Community Development Director  
                         Nick Providenti                        Finance Director  
                         Sara Jones                             Library Director  
                         Roger Moellendorf                    Parks and Recreation Director  
                         Rory Planeta                          Chief of Alternative Sentencing  
                         Melanie Bruketta                      Chief Deputy District Attorney  
                         Katherine McLaughlin                Recording Secretary  
(BOS 1/17/08 Recording 8:30:20)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Agenda Report and/or supporting documentation. Staff members making the presentation are listed following the Department's heading. Any other individuals who spoke are listed immediately following the item's heading. A recording of these proceedings is on file in the Clerk-Recorder's office. It is available for review and inspection during normal business hours.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE AND INVOCATION -** Mayor Teixeira convened the meeting at 8:30 a.m. Roll call was taken. The entire Board was present, constituting a quorum. Parks and Recreation Director Roger Moellendorf lead the Pledge of Allegiance. Fr. Chuck Durante of the St. Teresa of Avila Catholic Community gave the Invocation. Mayor Teixeira welcomed him to the community as the Church's new priest. Fr. Durante advised that he had served the community during the 1980s. (Mayor Teixeira passed the gavel to Mayor Pro-Tem Staub and left the room—8:35 a.m. A quorum was still present.)

**PUBLIC COMMENTS AND DISCUSSION (8:35:10) -** Sam Dehne advised that he is the "rock star of Reno government" and has copies of the "Reno taxpayers' calendars" for the Board. He also indicated that he is not recommending that the City provide calendars for the community. He then spoke on the "frenzy" created by having Presidential Candidates Obama and Clinton visit the community. He allegedly invited both candidates to the Supervisors' meeting, however, neither

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were in attendance. They had purportedly suggested that the Board hold its meeting in the auditorium and invite them to attend. Justification for his invitation was provided. He disclosed that Parks and Recreation Director Moellendorf shook hands with former President Clinton. He then alleged that both candidates had wanted to know why Carson City did not have airline service. No action was required or taken on any of these topics.

(11:26:14) Joe Eiben, as a Representative of the Republican Central Committee, announced that the Republican Party's caucus will not be at the Governor's Mansion on Saturday. It will be at the Senior Center from 9 a.m. to 10 a.m. He urged anyone wishing to participate to be early as the vote must be called into the State at 10 a.m. The time was set by the State Republican Party officials. He urged the public to participate in the process. He was not aware of any other changes to the process. The Capital Christian Center on Snyder location for the Republican caucus has not been changed. No action was required or taken on this topic.

1. **ACTION ON APPROVAL OF MINUTES (8:39:25) - None.**

2. **CHANGES TO THE AGENDA (8:39:32) - None.**

3. **CONSENT AGENDA (8:39:35)**

3-1. **CLERK RECORDER - PRESENTATION AND OVERVIEW OF CURRENT AND FUTURE ACTIVITIES OF THE PARKS AND RECREATION DEPARTMENT**

3-2. **PARKS AND RECREATION - ACTION TO CORRECT THE APPOINTMENT TERMS OF CHARLES ADAMS, STEVEN LASCO, JAMES SMOLENSKI AND TODD WESTERGARD, TO THE PARKS AND RECREATION COMMISSION FOR FOUR YEAR TERMS ENDING JANUARY 1, 2012 - Supervisor Livermore moved for approval of the Consent Agenda consisting of two items, 3-1 from the Clerk-Recorder and 3-2 from Parks and Recreation, as presented. Supervisor Aldean seconded the motion. Motion carried 4-0-1 with Mayor Teixeira absent.**

4. **DEVELOPMENT SERVICES - PLANNING AND ZONING - Director Walter Sullivan - ACTION TO ADOPT A RESOLUTION APPROVING A MORATORIUM ON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS FOR ANY FREESTANDING SIGN THAT EXCEEDS THE MAXIMUM PERMITTED SIGN HEIGHT OR SIGN AREA, AND THAT IS DESIGNED TO BE VISIBLE FROM AT LEAST ONE DIRECTION OF THE CARSON CITY FREEWAY, INCLUDING FUTURE FREEWAY PHASES, FOR A PERIOD OF 120 DAYS (FILE MISC-07-187) (8:39:58) - Mayor Teixeira returned during Mr. Sullivan's introduction-8:40 a.m. The entire Board was present constituting a quorum.) Discussion noted that a new ordinance addressing the standards for signs had not been adopted. Billboard signs have been controlled through the use of Special Use Permits. New standards are needed to avoid the appearance of being capricious and arbitrary. A public hearing was held on January 4. It was felt that snowy weather conditions may have impacted attendance at the hearing as only two individuals were there. Both had supported continuing the moratorium. Discussion indicated that the sign is**

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grandfathered. It would not be affected by a new ordinance unless the sign's owner voluntarily wants to be under the new regulations. Public comments were solicited but none were given. Comments were solicited but none were given. Supervisor Aldean moved to adopt Resolution No. 2008-R-2, A RESOLUTION APPROVING A MORTATORIUM ON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS FOR ANY FREESTANDING SIGN THAT EXCEEDS THE MAXIMUM PERMITTED SIGN HEIGHT OR SIGN AREA AND THAT IS DESIGNED TO BE VISIBLE FROM AT LEAST ONE DIRECTION OF THE CARSON CITY FREEWAY INCLUDING FUTURE FREEWAY PHASES FOR A PERIOD OF 120 DAYS based on the findings contained in the staff report. Supervisor Williamson seconded the motion. Motion carried 5-0.

**5. PARKS AND RECREATION - Director Roger Moellendorf - PRESENTATION AND OVERVIEW OF CURRENT AND FUTURE ACTIVITIES OF THE PARKS AND RECREATION DEPARTMENT (8:44:02)** - Copies of the computerized slides that were shown and explained by Mr. Moellendorf are included in the file. A plan to obtain recognition in the National Historic Register for the cemetery due to the number of locally famous and "colorful" figures buried in there was explained. Supervisor Aldean explained that cemeteries are considered tourist attractions in some areas. Examples were cited to illustrate the point. Mr. Moellendorf continued his report by explaining the amount of tourism created by activities in the City's parks. He complimented the partners, such as YSA and Muscle Power, for their support. The list of accomplishments was highlighted. The challenge will be maintaining the parks and the recreational programs on a tight budget. The parks' master plan was accepted by the Board in 2006. There are more needs and wants in the community than funding will provide. Discussion indicated that the City parks and recreational facilities, in terms of acreage, may be in the lower 50% nationally; however, Mr. Moellendorf felt that the facilities were second to none. His personal observation of other areas made him grateful for the maintenance level provided in Carson City.

Supervisor Livermore pointed out that Carson City residents consider the parks and open space areas a quality of life issue as illustrated by their support of the Question 18 initiative. He felt that the use of the City's facilities are unmatched elsewhere. The residents are always willing to step forward and assist. He agreed that the challenge is having adequate funding to maintain the parks and facilities.

Mr. Moellendorf then explained that the master planning process had established the community want list of facilities and activities. It also determined a desire to provide funding to maintain what there is and provide for the freeway landscaping, management and security of the open space areas, as well as the parcels desired in the Federal Lands Bill. He indicated that Open Space is shifting from acquisition to management of the property. Passive uses are being considered rather than locking up the sites. Mr. Moellendorf complimented the Recreation staff for meeting the needs of the presidential candidates during their recent visits to the community.

Supervisor Williamson thanked him for the information and complimented him and his staff on their

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services. She felt that the public expects well maintained facilities and for the Department to openly receive its demands for additional facilities. Supervisor Livermore listed various amenities provided within the community to show the breath and depth of the facilities. Mr. Moellendorf and his staff could not fulfill all of these needs without the community's support. The community should be commended for having made and maintaining a commitment to have the best facilities possible. Mayor Teixeira thanked Mr. Moellendorf for the presentation. He then cited Fuji Park as an illustration of the cooperation and effort to meet all of the agendas of the community. There is a good working relationship with the next door developer who provided funding to support the Fairgrounds. Discussion explained the status of the fishing pond and its funding. No formal action was required or taken.

**6. SUPERVISOR LIVERMORE - ACTION TO ADOPT ON SECOND READING BILL NO. 101, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 2, ADMINISTRATION AND PERSONNEL, BY ADDING CHAPTER 41, CARSON CITY CULTURAL COMMISSION, AND ADDING SECTION 2.41.010, PURPOSE OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.020, FINDINGS SUPPORTING THE CREATION OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.030, CREATION OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.040, MEMBERSHIP AND TERMS OF OFFICE OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.050, REQUIREMENTS FOR MEMBERSHIP ON THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.060, DUTIES OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.070, FUNCTIONS OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.080, COOPERATION OF CARSON CITY CULTURAL COMMISSION WITH OTHER PRIVATE AND PUBLIC ENTITIES, SECTION 2.41.090, DUTIES OF CARSON CITY TO SUPPORT THE CARSON CITY CULTURAL COMMISSION AND OTHER ARTS AND CULTURAL ENTITIES, AND OTHER MATTERS PROPERLY RELATING THERETO (9:13:10) - Redevelopment and Economic Development Manager Joe McCarthy - Supervisor Livermore disclosed that the original ordinance had been modified and was approved by the Parks and Recreation Commission. Mr. McCarthy thanked the participants of the grass roots group who had helped develop the ordinance. He advised that the changes which had been made to the ordinance since the first reading were minor and expressed his appreciation to Supervisor Aldean for pointing them out. He reviewed the changes. Supervisor Aldean pointed out one more minor revision which should be made in Section VII, Paragraph 8, the word "most" should be "must" and that an "s" should be added to "group" in Paragraph 5 of Section 8. Mr. McCarthy also thanked Supervisor Livermore for his hard work establishing the Commission. Supervisor Livermore moved to adopt on second reading Bill No. 101, Ordinance No. 2008-4 AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 2, ADMINISTRATION AND PERSONNEL, BY ADDING CHAPTER 41, CARSON CITY CULTURAL COMMISSION, AND ADDING SECTION 2.41.010, PURPOSE OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.020, FINDINGS SUPPORTING THE CREATION OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.030, CREATION OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.040,**

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MEMBERSHIP AND TERMS OF OFFICE OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.050, REQUIREMENTS FOR MEMBERSHIP IN THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.060, DUTIES OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.40.070, FUNCTIONS OF THE CARSON CITY CULTURAL COMMISSION, SECTION 2.41.080, COOPERATION OF CARSON CITY CULTURAL COMMISSION WITH OTHER PRIVATE AND PUBLIC ENTITIES, SECTION 2.41.090, DUTIES OF CARSON CITY TO SUPPORT THE CARSON CITY CULTURAL COMMISSION AND OTHER ARTS AN CULTURAL ENTITIES, AND OTHER MATTERS PROPERLY RELATING THERETO with the amended changes as specified by Mr. McCarthy and Supervisor Aldean. Supervisor Williamson seconded the motion. Motion carried 5-0.

7. **CITY MANAGER** - Linda Ritter

**A. ACTION TO APPROVE A FIRST ADDENDUM TO THE 2002 LEASE AGREEMENT BETWEEN CARSON CITY AND THE CARSON CITY MUNICIPAL GOLF CORPORATION (9:19:38)** - Discussion noted that no one representing the Corporation was present. Supervisor Livermore moved to approve a first addendum to the 2002 Lease Agreement between Carson City and the Carson City Municipal Golf Corporation. Supervisor Staub seconded the motion. Motion carried 5-0.

**B. ACTION TO APPROVE A REQUEST FROM THE RETIRED SENIOR VOLUNTEER PROGRAM FOR REIMBURSEMENT OF \$7,786 IN REPAIR COSTS ASSOCIATED WITH THE LEASED SPACE AT 3303 BUTTI WAY, BUILDING 1 (9:20:48)** - Parks and Recreation Director Roger Moellendorf, City Engineer/Development Services Director Larry Werner, RSVP Executive Director Janice Ayres - According to the lease agreement, the staff could authorize reimbursement for replacement of the window. Ms. Ayres had not yet arrived. Ms. Ritter and Mr. Moellendorf felt that the HVAC system had worked when the City occupied the building. It was felt that it did not meet the needs of the RSVP. Mr. Werner explained that the City's Street Department initially occupied the building in 1978. The building was constructed in the 1960s. It was moved to the Corporate Yard and enlarged in the late 1970s. Discussion indicated that RSVP had inspected the building before leasing it. The restroom and kitchen were changed by RSVP. RSVP has done extensive remodeling to the building. Building permits were obtained for these projects. It was felt that consent for the repairs had not been obtained. The staff had not made any commitments regarding reimbursement for any of the work. Ms. Ritter's email indicated that reimbursement could only be approved by the Board. The lease does not include any warranties for any of the equipment in the building. The rent of \$19,200 was deducted from the City's grant to RSVP. Supervisor Aldean felt that the rent was very reasonable. When the lease was originally approved, she had recommended adding language to Section 4 on repairs and maintenance that RSVP was accepting the building in an as is condition. This language was not added. She did not feel that the City had given any warranty on the building. Therefore, the Board did not have a legal obligation but it may have a moral obligation. Supervisor Livermore pointed out the value of having RSVP in the community and felt that its value in manhours could be provided by Ms. Ayres. He

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compared the lease to buying a car from an individual—buyer beware. He, however, felt responsible to her to make amendment for the costs. Supervisor Williamson disclosed that Ms. Ritter had received an email indicating that Ms. Ayres is on her way to the meeting and should be present shortly. Therefore, a recess was declared.

RECESS: At 9:30 a.m. a recess was declared. The entire Board was present when Mayor Teixeira reconvened the meeting at 9:39 a.m., constituting a quorum.

Ms. Ayres acknowledged that almost \$20,000 of the community grant given to RSVP had been removed for rent of the building. She felt that the building had many drawbacks and that the remodeling was not yet completed. They purportedly have already spent almost \$50,000 making changes to the building. She thought that the HVAC, water heater, and blinds were in working order; however, they did not work. Therefore, she requested reimbursement for the replaced heater, air conditioner, hot water heater, and the window. If they malfunction in the future, "RSVP will handle it". She alleged that "people knew they did not work". Mayor Teixeira felt that she had assumed that these things had worked when they leased the building. Ms. Ayres reiterated that they did not work. Supervisor Williamson moved to approve reimbursement in the amount of \$7,786 including the window. Supervisor Livermore seconded the motion. Comments were solicited but none were made. The motion was voted and carried 5-0. Ms. Ayres invited the Board to tour the facility and indicated that if RSVP vacates the building, the City will have a first class structure.

8. FINANCE - Director Nick Providenti

**A. PRESENTATION OF A THREE-YEAR FINANCIAL PROJECTION FOR THE GENERAL FUND AND POSSIBLE DIRECTION TO STAFF REGARDING REDUCTIONS IN SERVICE LEVELS, ADJUSTMENTS IN APPROPRIATIONS AND USE OF FUNDS FROM OTHER FUNDS TO OFFSET ACTUAL REDUCTIONS IN REVENUES**

(9:42:56) - City Manager Linda Ritter, Mary Walker, Public Works Director Andrew Burnham, Chief Deputy District Attorney Melanie Bruketta, Public Works Operations Manager Ken Arnold, City Engineer/Development Services Director Larry Werner, Ralph Swagler of Locals Barbecue, Joe Eiben - Mr. Providenti explained the protocol for the presentation. Mayor Teixeira disclosed that all of the Board members have met with Ms. Walker and reviewed her recommendations. Ms. Walker indicated that her recommendations are separate from the ones made by staff. (A copy of her recommendations was given to the Clerk and are in the file.) A copy of the computerized slides summarizing the three year financial projections are in the file. Discussion noted that the Board had yet to confirm Mr. Providenti as Finance Director. Ms. Ritter advised that she had appointed Mr. Providenti as Finance Director. His appointment is Item 11A. Clarification indicated that Mr. Providenti had all of the detailed information and will be able to respond to Board questions regarding the report. Ms. Ritter limned the assumption used to develop the May budget documents. She then asked for direction from the Board concerning its original goals. She summarized the budget. Mr. Providenti described the protocol for the discussion. Ms. Walker explained the domino

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effect that is created by the intertwining of funds. Her figures are different from Mr. Providenti's as his numbers contain more recent figures than hers. Property taxes were higher than had been projected. Business licenses and permits were down due to implementation of the franchise fee later in the year than originally proposed. Decreased revenue from the consolidated tax, homes sales, and fines and forfeitures were noted. These decreases reduced the revenue stream for the City by \$3 million for this fiscal year. Her recommendations were based on the need to reverse the trend for the current fiscal year. Her approach was a "middle of the road", however, the sales tax has been dropping steadily since October. Mayor Teixeira explained that this was the reason he had recommended freezing all vacant positions. The Board had agreed to do so. During his meeting with Ms. Walker, she had expressed concerns about the correctness of the figures on which he had based his recommendations. Discussion explained the decrease in the Supplemental Sales Tax figures commencing with July, which averaged 7% per month. When this loss is added to 2.6% increase used in compiling the City's budget, the City is short 10%. Mayor Teixeira explained his concern for the community based on the economy's downturn. He felt certain that they will be able to work through this period. Ms. Walker then explained her projected revenue loss of 7% for the remainder of the year and the decrease in the sewer fund, which she projected to be approximately \$1 million. Clarification indicated that the sewer fund user fees as well as the connection fees are decreasing. Supervisor Livermore felt that this fund clearly showed that the economy in the City is in a recession. Mr. Providenti explained the revenue for this fund was at approximately the same level as it was the year before last. It suddenly "dropped off the cliff". Supervisor Aldean expressed her appreciation to Mayor Teixeira for having sounded the alarm. She also pointed out that making financial projections is a very imprecise science. They had not wanted to make cuts prematurely, however, conditions warranted doing so. Ms. Ritter pointed out that the housing market has collapsed since then. Mayor Teixeira explained that his recommendation at that time was for a 120 day hiring freeze. He had not wanted to layoff employees.

Ms. Walker continued her financial review with the water fund. Mr. Providenti indicated a need for the sewer fees be increased by at least 10% now and 10% later. The Financial Consultant is analyzing the funding requirements for the debt issues. It may be possible to refinance some of them which will assist with the cash flow. Ms. Ritter reminded the Board that the connection fees pay for capital improvements made with bond proceeds. The Board may wish to change this procedure and have the user fees pay the debt.

Clarification by Ms. Walker explained that her revenue model indicates the revenue is down for the last five months. If this trend continues, the predicted forecast is as indicated in her report. Her recommendations will prevent the dire forecast indicated in today's paper. Ms. Walker also cautioned the Board/staff to look carefully at the bond issues being considered for refinancing due to the costs incurred for extending the debt. She supported refinancing if the interest rate is less than the original bond issue's rate.

Ms. Walker continued her financial review with the building permit fund. It is "upside down by \$700,000". Her recommendations included dissolving the enterprise fund and returning the Division



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to the General Fund. Ms. Walker continued with her review of the various funds and her recommendations. Mayor Teixeira noted the shortage in Street Funds and reminded the Board that it had authorized hiring three Street Technicians which were represented as being critical positions. Ms. Ritter explained that the shortage is in operations and not capital. Ms. Walker urged the Board to monitor the funds on a monthly basis so that actions can be taken if problems are observed.

Supervisor Aldean explained that the three Street Technician positions were required as NDOT has returned several streets to the City which the City must now maintain. A revenue report had not been provided at that time. Ms. Walker suggested that the Board consider implementing the 1/4 cent sales tax for infrastructure to fund the capital improvements. Discussion indicated that capital improvements and projects can also be delayed. The funding shortage is for "pot holes". NDOT had returned two cents of the City's gas tax to the City for taking over the streets. The streets will be given to the City on the 29<sup>th</sup>. Ms. Walker had only looked at the revenue and the budgeted allocation(s). The two cents equates to \$657,050. Mr. Burnham agreed that this amount will "wash" the fund and allows RTC to optimize the funding for both capital and maintenance. Staff is attempting to obtain additional funding from NDOT. The two cents was returned in July 2007. Mr. Burnham then explained that RTC's revenue is also down by approximately \$300,000. The entire Street function is down almost \$1,000,000.

Ms. Walker then indicated that she projects a \$3 million decrease in General Fund revenue. The difference in her figures and the staff's were due to "small items such as interest". If the landfill enterprise account is returned to the General Fund, additional interest will be earned. City staff's report indicates a shortfall of approximately \$2.5 million. Ms. Walker pointed out that some of the funding is developer driven and urged the Board to continue monitoring the funds monthly. She also indicated that she agreed with the staff's figures.

Mr. Providenti then reviewed the expenditures incurred to date and projected out over the remainder of the fiscal year as illustrated on computerized slides. (A copy is in the file.) The salary and vacancy savings totaled approximately \$848,000. Services and supplies were kept "flat". His projections indicate that fiscal year 0809 will be worse than fiscal year 0708. Ms. Walker felt that mortgage defaults will continue into 2009 and may spread to the credit cards. Therefore, a five percent decrease in next year's sales tax was taken. The Home Depot and the Burlington Coat Factory will open this year. The Sportsman Warehouse opening was not included.

Mr. Providenti explained how the expenditures for 2009 were projected including payroll roll up costs. The Firefighters and Sheriff's Associations' roll up costs were included. None was provided for CCEA. Merit increases for anyone eligible for them were included. Services and supplies were kept flat. The estimated operating loss was \$4.5 million. He predicted that in 18 months the City will be bankrupt. Ms. Walker explained that this occurred as the \$8.7 million ending fund balance will have been spent during that period. Discussion between Supervisor Livermore and Ms. Ritter pointed out that the employee roll up costs are in the contracts. The contracts are being renegotiated.

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Ms. Ritter "thought that there would be more time to deal with the declining revenue and to restructure the organization" than there was.

Supervisor Williamson pointed out that the \$4.8 million in economic development funds is not the only funds with which the Board had attempted to be prudent. A revenue stabilization fund had been established to mitigate the impact the loss of the automobile dealers will have. The revenue stabilization fund contains \$3.5 million. She felt that it is time for the Board to consider its use.

Mr. Providenti then showed and explained the options available for 2008. They included transferring the landfill back to the general fund. He was uncertain whether Redevelopment funds can be used for economic development incentives. Revenue enhancements need to be discussed as well as reductions in expenditures, the economic development funds of \$4.8 million, the stabilization fund of \$3.5 million, and insurance funds of \$1,000,000. Discussion ensued on the proposal to return the landfill to the General Fund and the need to maintain an account for post-closure. Justification for the recommendation returning unspent, two to three year old, previously appropriated capital funds to the General Fund was provided. It was suggested that maintenance items be retained due to the cost of deferred maintenance. The water and sewer recommendations will be considered at the next meeting. Mayor Teixeira felt that the decisions regarding them should be made now or as soon as possible even if a special meeting is required.

Mr. Providenti then reviewed the 2009 figures which showed a \$3 million loss. Recommended funding options to offset this loss were described including fee increases. Mayor Teixeira advised that he had repeatedly asked that other methods of addressing the shortfall be considered rather than laying off employees. He also did not like the idea of cutting Parks and Recreation and the Library funds. He supported a two hour per week cutback in hours. Ms. Ritter explained that the contracts may have to be renegotiated to allow for a cutback in hours. Ms. Bruketta explained that the contracts can be negotiated, however, elected officers' hours are 8 a.m. to 5 p.m. Mayor Teixeira explained his reasons for feeling that the two hour reduction in the workweek could be made for a one year period. He acknowledged that the jail and fire hours could not be reduced. Alternatives should be considered. He did not want to have to layoff people or reduce the service levels. He wanted to work together as a team to make it work. The cuts should be across the board.

Supervisor Staub explained his initial request of the Department Heads several months had allow them to make suggestions regarding where 5% cuts could be made. He felt that the results had been a good faith effort on the part of the Department Heads to make those cuts. He recommended allowing staff to make additional suggestions regarding where cuts can be made to the Board at the next meeting.

Supervisor Livermore felt that the employees are willing to work together to reduce the costs if they are asked to do so.

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Supervisor Williamson complimented Mr. Providenti, Ms. Ritter, and Ms. Walker on the presentation. She felt that there are many employees who are hard at work at 4 p.m. on Fridays. Mayor Teixeira explained that the public is not there at that time. Supervisor Williamson felt that the City is being challenged to make a determination on how to address the revenue issues. The property taxes cannot by Statute be increased nor lost property tax funding opportunities recaptured. The City must now depend on the volatile sales tax for revenue. Its revenue stream is hard to predict and the effects are immediate. She supported Supervisor Staub's recommendation to work with the Department Heads and staff and attempt to maintain the current service levels. She was certain that the employees will respond appropriately and the result will be a leaner, more customer oriented service.

Supervisor Aldean concurred with their comments. She also felt that one shot funding should not be used to make up the difference. Supervisor Staub had been attempting to negotiate with the auto dealers. Four million eight hundred thousand dollars had been set aside as an incentive to motivate them to remain in Carson City. The initial agreement was entered into in December 2003. It is now January 2008 and a commitment has not been made. This had been one of Supervisor Staub's top priorities. A message should be sent to them that if they want the incentives, they should negotiate with the City or the funds may be lost.

Supervisor Williamson noted the recommendation that Redevelopment funds will be used as incentive funding rather than using a sales tax sharing arrangement for an incentive in the Redevelopment District(s). She supported the concept, however, it is difficult to determine the amount of revenue that will be generated in the South Redevelopment District. She felt that they will do whatever is possible within the legal parameters of the Statutes. She was willing to reimburse any General Fund monies used for incentives which make the Redevelopment deals possible.

Mr. Providenti then explained that if the landfill enterprise is transferred back into the General Fund for operations that the 2008 numbers will be okay. He was, however, worried about the 2009 figures. The key is to get \$3 million in that year.

Supervisor Staub requested a determination regarding the funding needs for the landfill post-closure costs. The current practice allocates \$150,000 for that purpose. He acknowledged that Kafoury-Armstrong annually audits this account. He questioned whether a funding level of \$100,000 would be adequate or if the funds could be used as a one time option with repayment/reduction in the transfer amount thereafter. Mr. Providenti agreed that the funds should be replenished when the economy is better. Mr. Arnold felt that the recommendation is possible, however, the equipment needs should be considered. The landfill is "hard" on equipment. He acknowledged that the equipment is expensive. Mayor Teixeira cautioned against using all of the funds due to the lack of knowledge regarding the EPA's stand on the post-closure costs. He then suggested that a motion directing staff to develop a program that will meet the City's responsibilities for this fiscal year and come up with a funding mechanism to address the \$3 million shortage for the next fiscal year. Ms. Ritter indicated a desire to have a motion indicating the Board's directions.

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Discussion between Supervisor Staub and Mr. Arnold indicated that staff had suggested that a charge for effluent be implemented. Funding from this source would be put into the sewer fund. Mr. Providenti did not believe that this funding source had been included in the budget figures. Discussion indicated that the amount of funding that would be provided from this source would be approximately \$80,000 the first year and \$240,000 the second year. Supervisor Staub felt that this fee should be included in the options.

Ms. Ritter advised that the enterprise funds will be presented to the Board next month. Mayor Teixeira expressed concerns about the effluent charge due to his belief that the Eagle Valley Golf Course could not support the fee. He suggested the fee be implemented on a "step ladder" approach.

Supervisor Livermore disclosed that he had sent Ms. Ritter an email regarding the need for the Board to be cognizant about the budget process and very critical about how it is managed.

Mayor Teixeira then directed that the discussion consider the options in Ms. Walker's memo. Ms. Bruketta cautioned the Board about making sure that the public understands what the options are as she had not seen a copy of the recommendations. (A copy of Ms. Walker's memo was given to the Clerk.)

Ms. Walker explained that the first recommendation dealt with Redevelopment funding for economic development programs. It does not include the Burlington Coat Factory nor the auto dealers. The Sportsman Warehouse should be under the Redevelopment Authority rather than receive a sales tax split. Discussion indicated that the Sportsman had not signed an agreement. Ms. Ritter felt that whatever incentives are available could be used for this purpose. An amount had been committed. It was \$180,000. Sales tax revenue will not be used for this purpose. Mayor Teixeira explained that the Burlington Coat Factory had required \$2 million in funds upfront. It will take five to seven years to repay that amount. Justification for making that commitment was indicated. The contract for Burlington is already in place. Ms. Ritter agreed. Ms. Walker reiterated her reasons for recommending that Redevelopment funding be used for economic development. Mayor Teixeira supported her concept as it would not impact the General Fund. Supervisor Williamson added a caveat that it be done if Redevelopment has the funds. She felt that Redevelopment should have the funds, however, it may not. Mayor Teixeira directed that the concept be developed and agendized for action at the next meeting.

Ms. Walker then explained the proposal to utilize \$1.5 million from the landfill into the General Fund; eliminate \$722,735 Capital Acquisition Fund transfer from the General Fund for fiscal year 2007-08; increase the Business License fees now and in November 2008 to keep up with inflation; to retain the staff cut of \$400,000 from the fiscal year 2007-08 budget; and to increase the landfill fees for out-of-county users or make further budget cuts totaling \$400,000. Mayor Teixeira indicated that he was not "crazy" about taking \$1.5 million from the landfill, however, if Mr. Arnold concurs he will support whatever number is brought to the Board for ratification. Mr. Arnold felt that \$1.2 to \$1.3 million could be transferred. Mr. Providenti indicated that "whatever amount is

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in the account will be transferred" to the General Fund. Mayor Teixeira agreed. Mr. Providenti explained that the request is to not transfer funds from the General Fund to the Capital Acquisition Account for fiscal year 2008. Mayor Teixeira directed that the concept be brought to the Board for consideration. He also expressed a willingness to consider increasing the Business License fees, however, was not at this time supportive of the concept. Ms. Walker explained that it will be a small inflationary increase. One had not been implemented this year. Clarification indicated that it would generate \$40 to \$50,000, which is one position. It is an option which the Board can make a final decision on. Clarification then explained that keeping positions vacant would cut \$440,000 from the budget and that an additional \$400,000 is on hold for positions that are currently vacant. Mayor Teixeira directed that the concept be brought back for ratification. By increasing the landfill fees for out-of-county users and expenditure cuts, the General Fund for this year is balanced.

(11:05:52) Ms. Walker recommended that the sewer fund increase be adequate enough to make the fund financially stable and meet its bond covenants rather than staff's recommended 10% as of March 1 and 5% on July 1. Bond counsel and staff are reviewing this proposal. She also recommended that the proposed \$7.8 million bond issue be deferred for one year in the hope that the economy will begin to recover. The rate increases should be based on the financial requirements of the fund. Mayor Teixeira directed that these proposals be brought to the Board for ratification.

The water fund has a \$500,000 shortfall. Staff and the bond consultants need to analyze its financial health to determine whether the bond requirements are being met. Ms. Walker also recommended deferring any new water bond issues for at least one year in the hope that the economy will begin to recover. Mr. Providenti advised that the impact of the General Fund administration on the water fund is \$2.3 million. Mayor Teixeira noted that the City received \$90,000 for administration of a \$450,000 CDBG grant. Mr. Providenti agreed to show the Board the cost study that had been done which justifies the assessment. Discussion between Ms. Walker and Supervisor Livermore indicated that the loss of connection fees had hurt the fund. It was not a case of mismanaging the fund. One hundred new connections were anticipated but the actual number was much less. Both Ms. Walker and Mayor Teixeira felt that no more bonds should be issued. There is no market for the houses. Therefore, there is no need for expansion. Mayor Teixeira directed that item be brought to the Board for ratification at the next meeting.

Ms. Walker then explained the building permit fund shortage of \$729,000. She recommended a budget cut equal to the shortage. Mayor Teixeira asked her to bring alternatives to the Board. He suggested that the fund be returned to the General Fund and that \$250,000 be put into as an offset. Mr. Providenti indicated that he had already transferred \$215,000 back from a fund for the construction of an annex for the Building Department. This may help the fund until the end of the fiscal year. Mayor Teixeira felt that people will have to be "moved around". Ms. Walker advised that there is a \$400,000 general administration fee which the fund owes the General Fund. If it is not paid, it will adversely impact the General Fund. This issue needs to be addressed posthaste. Mayor Teixeira expressed a hope that staff can find an answer to this issue quickly. He repeated his recommendation that a special meeting be held, if necessary.

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Ms. Walker then recommended that the Street Maintenance Fund be cut due to the decrease in sales and fuel taxes. She estimated its shortfall at \$638,000. She also advised that tourism is down 5%. Mr. Burnham disclosed that there is a \$2.5 million "carry forward liability". Approximately \$1.2 million of it has been spent. It will be an issue next year. Mayor Teixeira disliked implementing an additional tax increase. He also noted that revenue projections on the two cents from RTC have not been provided. He asked that the whole package be provided so that the Board can vote on it. Mr. Burnham indicated that Streets and RTC are separate funds. Mayor Teixeira directed that they be provided at the next meeting.

Ms. Walker reviewed her recommendation that the 1/8th cent sales tax be implemented immediately for Street Maintenance. The Board should monitor the account on an annual basis and change the usage as allowed.

Ms. Walker then explained her financial management recommendations. Her computer model is "with the City". Justification for having the Finance Director close the books on the 10<sup>th</sup> was provided. Mayor Teixeira directed Mr. Providenti to provide the Board with a response to her recommendations. Discussion indicated that, in order for Ms. Walker to remain with the City, another contract is needed. Mayor Teixeira asked that this contract be provided to the Board at the next meeting as he wanted her to remain with the City through the new budget.

Discussion between Ms. Walker and Supervisor Livermore indicated that the gas tax is at its cap.

Mr. Werner explained that the salaries in the Building Fund are less than the deficit. He felt that an additional \$500,000 amount should be added to the General Fund deficit. He recommended discussing this issue at this time and suggested that the funds be taken from the Stabilization Account. The only other option is to "lay off all of the employees in the Department". There are six major projects which staff is working on at this time. He must have inspectors. Mayor Teixeira directed that the \$500,000 be added to the General Fund. Ms. Walker indicated that this was one of her concerns. She also believed that there will have to be staff reductions next year as well as in the amount that the Building Fund pays the General Fund. Mayor Teixeira indicated that this issue will be brought back to the Board in two weeks with a recommendation. The \$500,000 was put into the General Fund. Discussion indicated that the amount of \$400,000 was for transfers from the General Fund. Mr. Werner indicated that there are efficiencies and other projects "in the pipeline" that may come to fruition before the end of the month or the end of the year which are not included in the revenue figures. Ms. Ritter suggested that the figures be "fine tuned" rather than a transfer from the General Fund. Mayor Teixeira directed that in two to three weeks the issue should be resolved. Mr. Werner was directed to use whatever proactive steps are necessary without waiting for the Board to act. Costs need to be cut.

Ms. Ritter explained that there is a \$3 million operating deficit for Fiscal Year 09. Staff has recommended splitting the deficit into revenue, expenses, and stabilization. Mayor Teixeira supported having them submitted in that format. The Board can change them as deemed

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appropriate. He emphasized the need for options when the issues come back. Ms. Walker suggested that 2/3rds of the deficit should be handled through budget cuts and 1/3rd should be from the stabilization fund as a one time use. The cuts address the long term issues. This will work with monthly monitoring of the revenues. Mayor Teixeira also indicated that the \$1 million from the insurance fund should be "brought in". Supervisor Staub expressed concern about the \$1 million in revenue projections. He felt the revenue picture would get worse and suggested the funding be \$500,000. Ms. Ritter indicated that staff will provide options on how to generate revenue. The options which are chosen will be implemented. Supervisor Aldean pointed out that the \$1 million was revenue from the landfill.

Mayor Teixeira then asked for a report on the cuts that have already been made, e.g., travel, etc. Ms. Ritter explained that this information is contained in the Board's binders. The travel information includes an explanation of the amount mandated. The travel budget is \$98,000 for the entire City which includes the mandated amount. Staff will bring a report to the Board on it. Supervisor Livermore asked for a report on standby and overtime. Ms. Ritter indicated that it is included in the report. Mayor Teixeira directed that the report be provided in three weeks with a 5% across the board cut. Ms. Ritter indicated that there is a \$1 million across the board reduction. Supervisor Williamson pointed out that some Departments can't make a 5% cut. It should be a 5% collective reduction. Supervisor Aldean concurred. Ms. Ritter indicated that some Departments may have to make service level reductions. The Board will have to ratify those cuts. Mayor Teixeira agreed that the Board could change the program if it does not like the options. He also agreed that not all of the Departments can reduce their program by 5%. There are others who can cut more than 5%. Supervisor Staub asked that it be determined whether the Board can cap overtime by Department at a set percentage of the salary. Ms. Ritter explained that the problem with overtime is in the public safety areas, e.g., the Fire and Sheriff Departments. Their contracts include minimum manning. A comparison of overtime for our Fire Departments with that of other jurisdictions indicates that it is being controlled and lower than the average. Supervisor Staub stressed his desire to see overtime controlled. Ms. Ritter agreed to try. Supervisor Aldean felt that the City's overtime was down according to the last report she had seen. Ms. Ritter explained that the number of pay periods in a month skews the figures particularly when there are three pay periods. She agreed to attempt to provide a plan that will reduce overtime but felt that it would have a disclaimer indicating that it may not be possible to accomplish the desired reduction due to minimum manning. Supervisor Staub requested the plan.

(11:24:45) Public comments were solicited. Mr. Swagler felt that he received the tax figures faster than the City does. He felt that the November report will be worse than October's was. All retail and restaurant establishments had allegedly already reduced their staff and their hours. The City should also. He was not advocating layoffs but the City should be run like a business. He did not believe that the numbers were as bad as they will be in November and December. Mayor Teixeira thanked him for his comments and explained that all of the information he has received is not good.

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(11:28:55) Mr. Eiben explained his professional experience. He had always planned for the worse case scenario. Justification for this approach was provided. He urged the Board to take a similar tack. If it is not used, it will make the Board/City look good.

Discussion between the Mayor and staff indicated that they understood the direction provided. No formal action was taken on any of the items discussed under this heading.

RECESS: A recess was declared at 11:30 a.m. The entire Board was present when Mayor Teixeira reconvened the meeting at 11:37 a.m., constituting a quorum.

**B. ACTION TO ADOPT A RESOLUTION CREATING THE LANDFILL CLOSURE//POST CLOSURE FUND, A SPECIAL REVENUE FUND (11:37:07)** - Public comments were solicited but none were given. Supervisor Williamson moved to adopt Resolution No. 2008-R-3, A RESOLUTION CREATING THE LANDFILL CLOSURE/POST CLOSURE FUND, A SPECIAL REVENUE FUND; fiscal impact is \$2,518,316. Supervisor Aldean seconded the motion. Discussion between Supervisor Aldean and Mr. Providenti indicated that funds for this purpose have been set aside in an earmarked fund since the 1990s. There is a long term liability for it. The amount transferred is \$2.6 million. The motion to adopt Resolution No. 2008-R-3 was voted and carried 5-0.

**C. ACTION TO ADOPT A RESOLUTION TO AUGMENT AND AMEND THE CARSON CITY FISCAL YEAR 2007-08 BUDGET IN THE AMOUNT OF \$12,672,996 (11:38:21)** - Public comments were solicited but none were given. Supervisor Aldean moved to adopt Resolution No. 2008-R-4, A RESOLUTION TO AUGMENT AND AMEND THE CARSON CITY FY 2007-08 BUDGET IN THE AMOUNT OF \$12,672,996. Supervisor Williamson seconded the motion. Motion carried 5-0.

**9. LIBRARY - Director Sara Jones**

**A. ACTION TO DETERMINE THE POSITION OF DEPUTY DIRECTOR IS CRITICAL TO CITY OPERATIONS AND TO AUTHORIZE THE POSITION TO BE FILLED AS SOON AS PRACTICAL (11:39:19)** - City Manager Linda Ritter, Library Board of Trustees Vice Chair Caren Jenkins, Library Board of Trustees Chair Phyllis Patton - Mayor Teixeira asked that the position be held for two weeks. Ms. Jones explained the loss of a second employee. She believed that the Library will not be able to continue to provide the same level of service without filling the position. Discussion indicated that the position is in the budget. Her request also elevated the position from a Library III to Deputy Director. Her request was in progress prior to the hiring freeze. Justification for the upgrade was provided. As the position has been vacant for some time and it will take two to three months to fill it, she felt that the budget had adequate funding to cover the pay increase. Ms. Ritter concurred that from an organizational standpoint the position is warranted. It does not increase the number of FTEs. Previous staffing of the Deputy Director positions was described. Justification for requiring a degree for the position was provided.



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Discussion explained that the requisition was submitted on October 10, 2007. Reasons were provided for submitting the request to the Board for approval. The request does not increase the staffing level or impact the budget. The restructuring of staffing at the Library was recommended by the Library Board of Trustees. Supervisor Staub pointed out that the request was submitted to the Human Resources on October 11. The Human Resource Director did not approve it as a new position at \$60,000 to \$70,000. The City Manager signed the request on October 17. He directed that the record include this information. He questioned the reasons the requisition was not included as part of the Board's packet. Discussion explained the reason the upgrade did not create an impact on the budget. Ms. Ritter questioned whether the Board wished to see restructuring of positions, which she felt the request did. It was also pointed out that Ms. Jones had the statutory authority to restructure the staffing. Ms. Jones explained her belief that the Library III individual had left due to the failure to recognize his/her abilities and the workload he/she had taken on. Ms. Jones then described the additional 1.5 FTEs she needs—a full-time computer support person and a half time person. A five percent cut of her budget totals \$85,000. Next year's budget will have a small increase due to roll-up costs. She also explained that she had changed one full time position to two part-time positions which had reduced PERS and health insurance costs. She was attempting to be efficient and lean. An explanation of the reasons an impact to the budget would not be encountered was reiterated. Supervisor Aldean pointed out that the vacant positions were part of the \$400,000+ cuts that had been made to the budget. The majority of the five percent reduction was based on the vacant positions. As the positions have been vacant for some time, Ms. Jones believed that a future vacancy and a half-time position will keep the five percent cut requested. Supervisor Aldean questioned the ability to use contracted individuals for the positions to avoid the benefits. Ms. Jones was not certain whether she could do it. Discussion noted that the Library is considered part of the cultural and art programs. The Library is part of the General Fund. Clarification by Ms. Ritter indicated that the budget changes for the Library was \$1,750,593 for FY 08 and \$1,589,783 for FY 09.

Public comment were solicited. Ms. Jenkins felt that Ms. Jones had done a good job of voluntarily cutting back when requested by the City. The Library Board had asked her not to come to the Board and ask for the vacancies to be filled for two meetings. They are trying to operate the Library within its mandate. She acknowledged the position the City's budget is in, however, the Library cannot operate within its charter. The current staff is terribly overburdened. People are resigning as a result. Everyone is doing all that they can to fill every position. The need for a Youth Service Librarian was stressed. The reclassification of the Library III position to an unclassified position addresses a potential liability for the City. A classified person should not be performing the duties that were being requested of him/her. The Library should not be penalized for the procedural "crossfire" that has occurred. The timing and submittal should not be part of the freeze or the Library's fault. She encouraged the Board to do whatever it could to allow the Library to continue its current service level with its voluntary compliance with the five percent or more reduction. Additional public comment were solicited.

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Ms. Patton pointed out that the Library had kept the position vacant for 120 days as requested. Staffing is necessary to provide the public services required of a Library. There are a limited number of professionals on the staff. Justification for hiring Ms. Jones was based on her knowledge, experience, and ability. She needs the position to perform the tasks the Board has asked her to do in addition to filling the demands of this position. She also needs someone to cover for her when she is absent. The loss of the Youth Service Librarian is negatively impacting their ability to provide services to the youths of the community, and, specifically, the teenagers. The \$85,000 has already been provided which meets the five percent reduction requested. Additional funds will be provided before the individual is brought on board.

Supervisor Aldean questioned whether the position could be delayed for two weeks when the budget reductions and other positions are being considered. Ms. Jones did not think that a two/three week delay would be a large impact, however, the Library Board is responsible for making service level reductions. As a guarantee cannot be made regarding the probably of making a decision in two/three weeks, she was uncertain whether they could continue to maintain the service level. She empathized with the Board regarding the budget concerns, however, the staff is being stretched beyond reason. The Library Board will make a decision regarding the service level in February.

Mayor Teixeira disclosed that he had served some community service time at the Library. He understood the concerns. He hoped that the position could be incorporated when considered in two weeks and it can be shown that the Library had cut five percent from its budget for the following year. He could not make a guarantee regarding the position(s). Ms. Jones committed to looking at the vacancies and attempting to figure out how to make the programs work. Mayor Teixeira expressed a desire to not cut the hours. Ms. Jones concurred, however, a solution needs to be found. Mayor Teixeira stated that this was the purpose of the revenue study. He also wanted to include her needs in the cuts.

Supervisor Staub asked her to redefine the fiscal impact based upon the elimination of other positions. Ms. Jones agreed. Mayor Teixeira indicated the next Board meeting would be on February 7. Consensus indicated that the item should be continued and action was not necessary at this time.

Supervisor Williamson expressed a desire to respond to Mr. Swagler's comments regarding running the City like a business. The City cannot get rid of operations which lose money. Government was created to handle businesses that private industry does not want or cannot do. The Library is one of those businesses and, specifically, the professional operations of the Library and having a Youth Services Coordinator. If the young people are not involved in reading, education, and computers, they are involved in mischief which puts an additional strain on our law enforcement facilities, our juvenile court system, etc. If there is an investment that can be made at this time in the community to keep everyone engaged in positive activities and meet the needs of the 250,000 people who use the Library, it needs to be found. She appreciated the time taken by the Trustees and Ms. Jones to explain the figures and need. The Library provides a very valuable service to the community.

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Additional comments were solicited but none were given. Mayor Teixeira declared the item continued. No formal action was taken.

**B. ACTION TO DETERMINE THE POSITION OF YOUTH SERVICE LIBRARIAN IS CRITICAL TO CITY OPERATIONS AND TO AUTHORIZE THE POSITION TO BE FILLED AS SOON AS PRACTICAL (12:10:42) - Continued.**

**10. HEALTH AND HUMAN SERVICES - Director Vicky Fogelman**

**A. ACTION TO INCREASE IMMUNIZATION FEES FOR STATE SUPPLIED VACCINES (12:10:48) -** Discussion explained the staffing for this Division. The fees will offset the General Fund costs for staff and supplies. A change in the Federal grant mandates that only indirect services can be paid for from the grant. The grant has been used to acquire vaccine for the immunization program. Additional comments were solicited from the public. None were given. Supervisor Livermore moved to increase the immunization fees for State supplied vaccines as presented. Supervisors Aldean and Staub seconded the motion. Motion carried 5-0.

**B. ACTION TO INCREASE ANIMAL ADOPTION PROCESSING FEE FOR ANIMAL CONTROL SERVICES (12:15:57) -** Animal Services Supervisor Pat Wiggins - The purpose of the fee increase and justification for vaccinating the dogs when entering the shelter were provided. The proposed fee increase had not been advertised. It was hoped that it would not discourage people from adopting animals. Public comments were solicited but none were given. Supervisor Aldean moved to approve an increase in animal adoption processing fees for Animal Control Services from \$10 to \$20 per animal. Supervisor Williamson seconded the motion. Motion carried 5-0.

**C. ACTION TO DETERMINE THAT A VACANT ENVIRONMENTAL HEALTH SPECIALIST POSITION IS ESSENTIAL FOR CITY OPERATIONS AND TO AUTHORIZE RECRUITMENT AND HIRE AS SOON AS POSSIBLE (12:18:32) -** Program Manager for Environmental Health and Epidemiology Dustin Boothe - Discussion explained the vacancy and that the position is in the budget. The workload was described. Mayor Teixeira explained his desire to hold the position and discuss it in three weeks when additional personnel requests are scheduled. Supervisor Aldean moved to continue. Supervisor Staub seconded the motion. Dr. Fogelman indicated that three weeks is not forever although it will take at least three to four weeks to hire. Mayor Teixeira explained that it will be considered in three weeks. Staff is working on the 07-08 budget now. The motion to continue the Item was voted and carried 5-0.

**11. CITY MANAGER - Linda Ritter**

**A. ACTION TO CONFIRM THE APPOINTMENT OF NICK PROVIDENTI TO THE POSITION OF CONTROLLER PURSUANT TO THE CARSON CITY CHARTER SECTION 3.073 (12:23:30) -** Supervisor Williamson moved to confirm the appointment of Nick

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Providenti to the position of Controller pursuant to the Carson City Charter Chapter 3.073 as required and thanked him for taking the job. Supervisor Livermore seconded the motion and noted that the Board sets the salary. The salary portion had not been amended. Motion carried 5-0.

**B. ACTION TO ADOPT A FEDERAL LEGISLATIVE PACKAGE FOR PRESENTATION TO THE OUR CONGRESSIONAL DELEGATION (12:25:28)** - Public Works Director Andrew Burnham - Ms. Ritter advised that Mayor Teixeira and Supervisor Williamson had met with staff and developed the suggested listing. Many of the items were carry-overs from the previous list. The regional radio system was continued. The meth issue was funded this year. The Lands Bill is continuing. Public Works has requested a reallocation of an EPA grant. Mr. Burnham described the EPA grant for the Brunswick Reservoir which staff wants to use for wastewater or sewer projects. The "lobbyist" felt that this change is fairly mundane and simple to accomplish. Mayor Teixeira suggested that the number one project be the reauthorization of the Transportation Bill. The Waterfall Fire should remain as indicated. The regional radio system should be moved further down the list. Mr. Burnham advised that it should be "dovetailed" with the Homeland Security funds. The numbers have not yet been developed for this project. Mayor Teixeira felt that the numbers should be submitted to the Board for the next meeting. Supervisor Williamson felt that it had a "hefty" price tag and will be phased. It is being presented as a regional approach. Mayor Teixeira then continued the Item. No formal action was taken.

**C. ACTION TO SET THE TOTAL AMOUNT AVAILABLE FOR ANNUAL FUNDING OF CARSON CITY COMMUNITY SUPPORT SERVICES GRANT ALLOCATIONS FOR FISCAL YEAR 2008-2009 AND TO CONFIRM THE APPLICATION AND INTERVIEW FORMAT AND PRESENTATION OF APPLICATIONS (12:29:30)** - CDBG Coordinator Javier Ramirez - Discussion noted last year's funding cut. Mr. Ramirez was uncertain whether there would be a cut this year. Ms. Ritter explained that the in-kind services had been included in the costs for the agencies. The Boys and Girls Club request was cited to illustrate the addition. Supervisor Aldean requested the guidelines be revised to include in Paragraph 8 "and/or other forms of consideration" at the beginning so that it reads: "Approval of each request for funds and/or other forms of consideration..." This sensitizes the applicants to the fact that the City does give them more than just cash. Supervisor Livermore noted that some of the listed agencies have never appeared before the Board seeking support. He questioned whether all of them will be required to make a presentation to the Board. Discussion noted the report is an attempt to sensitize the Board to the true costs for community support services. Last year no new applications were accepted and the grants were reduced by 10%. Mayor Teixeira pointed out that there is a built-in budget totaling \$450,000 for this purpose. Discussion indicated that Computer Corps had never applied for a grant. Mr. Ramirez was asked to contact them to determine if they are eligible due to their services for low income individuals which also saves the landfill. Mr. Ramirez explained that a letter advising them about the funds had been sent to them. Ms. Ritter explained that Parks Director of Operations Scott Fahrenbruch's letter was provided for informational purposes only. No formal action was taken.

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**D. DISCUSSION AND POSSIBLE DIRECTION TO STAFF WITH REGARD TO THE PROCESS TO BE USED TO DEVELOP THE 2008/2009 BUDGET (12:35:56) -**

Supervisor Livermore explained his reasons for feeling that the Department Heads should report to the Board regarding their purposes, operations, staffing levels, etc. His comments also indicated a need for additional information. Supervisor Staub explained his personal research of the budget and belief that a better method of presenting the budget was warranted. He also questioned the staffing levels. He described the State's budget to illustrate his belief that it should be easy to determine what was approved by the Legislature, what the actual budget is, the staffing levels for each Department, etc. The City's budget only tells the total number. The categories are not broken down. He requested the City budget be prepared in the same fashion as the State's. Ms. Ritter indicated that the budget is published but not in the detail being requested by Supervisor Staub. The working papers are developed in-house and are used to develop the proposed budgets. They can be used to develop the information requested by Supervisor Staub. Both Mayor Teixeira and Supervisor Staub requested this information.

Mayor Teixeira then advised that the proposed budget schedule did not need a goal setting date. The Board's goals have been established. It is to stay "afloat". Ms. Walker should be kept in the loop on the budget. He requested a quick overview of approximately an hour during the February or March timeframe. The Board will establish the revenues. Staff will have to work out where it is to be allocated. The final document should be easy to read and the Board will know where things are. Decisions made during the next three months should be simple to follow.

Supervisor Williamson voiced her opposition to returning to the program used when she first came on the Board. It had meetings three nights a week for several weeks. She felt that the Departments should work together and establish the priorities based on last year's goals. Updates could be provided once a month or once a week as needed. She also objected to its "first cut list" which, she felt, failed to work for anyone.

Supervisor Livermore explained his belief that the next year's budget merely took last year's budget and added a cola or formula to it. His email had included zero base budgeting for travel, training, overtime, etc. He felt that a handle cannot be obtained if the budget continues to be compounded. The questions of need and management should be answered. The Internal Finance Committee sees this information rather than the Board. This process usurps the Board's authority to allocate resources. He was not willing to give up his constitutional right to that process. He wanted more involvement with the process in order to validate and verify that he and the Board are in charge.

Mr. Providenti indicated that he was aware of the documents referenced by Supervisor Staub. Several years ago a large notebook was used to develop this report for the "GFOA" award. Supervisor Livermore indicated that this is the information he wanted. Mr. Providenti indicated that it had not been done during the last two years. Detailed personnel sheets were included with the report. These sheets should be prepared again as it lists the Department and their FTEs. Mayor Teixeira and Supervisor Staub supported development of this report. Mr. Providenti was unsure

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whether the computerized personnel records could develop this type of report. Mayor Teixeira indicated that the Board did not wish to create more work. Discussion indicated that Mr. Providenti was to work on it. Supervisor Livermore explained his objection to the current process which he felt did not allow the Board time to change/object to the proposed budget document. Mayor Teixeira directed that "mile posts" be added to the process and that the budget could be revised accordingly. Ms. Ritter indicated that the Board will be involved in the process as \$1 million needs to be cut from the budget. The first update will be provided on February 7. Mayor Teixeira indicated that formal action is not required. Staff had received its direction. He did not wish to have every Department make a presentation. The Board needs involvement in the process. He also wanted to see the overtime costs and why it is there. Why is the amount allocated for capital, etc. Ms. Ritter committed to providing more information. She also felt that more justification on line items can be provided to address Supervisor Livermore's concerns regarding zero base lines. Mayor Teixeira pointed out that last year's utility costs for the Sheriff's office will be increased substantially next year. This must be included in the budget. No formal action was taken.

**OTHER NON-ACTION BOARD ITEMS - COMMENTS FROM THE MEMBERS OF THE BOARD (12:50:54)** - Supervisor Williamson, in the spirit of full disclosure and fairness to all, announced the Western Nevada College's athletic fund raiser will be held tomorrow, Friday, January 18, at the Peppermill. Anyone wishing tickets should contact her. She then announced that the Democratic caucuses will be held on Saturday, January 19, at 11 a.m. at various sites throughout the community. The public must be there to vote. An opportunity will be provided to anyone wishing to change parties or register as a Democrat. She felt that the process will take a minimum of two hours. Today's issue of the *Nevada Appeal* includes a listing of the precincts or a person can find the precinct on the Secretary of State's website by typing in his/her address. No formal action was required or taken on these subjects.

**12. ACTION TO ADJOURN (12:52:15)** - There being no other matters for consideration, Supervisor Livermore moved to adjourn. Mayor Teixeira seconded the motion. Motion carried 5-0. Mayor Teixeira adjourned the meeting at 12:53 p.m.

The Minutes of the January 17, 2008, Carson City Board of Supervisors meeting

ATTEST:

ARE SO APPROVED ON \_\_\_\_\_, 2008.

\_\_\_\_\_  
Alan Glover, Clerk-Recorder

\_\_\_\_\_  
Marv Teixeira, Mayor