

CARSON CITY BOARD OF SUPERVISORS
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A regular meeting of the Carson City Board of Supervisors was held on Thursday, December 17, 1987, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 9 a.m.

PRESENT: Dan Flammer Mayor
E.M. "Doc" Scrivner Supervisor, Ward 4
Ron Swirczek Supervisor, Ward 1
Tom Fettic Supervisor, Ward 2
Marilee Chirila Supervisor, Ward 3

STAFF: L. H. Hamilton City Manager
Alan Glover Clerk-Recorder
Paul McGrath Sheriff
Gary Kulikowski Internal Auditor
Ron Wilson Purchasing Agent
Charles P. Cockerill Chief Deputy District Attorney
Katherine McLaughlin Recording Secretary
(B.O.S. 12/17/87; Tape 1-0003)

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

IV. APPROVAL OF MINUTES - May 7, 18, and 21, June 1, and September 24, 1987 (1-0020) - Supervisor Swirczek moved to approve the Minutes of the Regular May 7, 1987, Session as presented. Supervisor Chirila seconded the motion. Motion was voted and carried unanimously.

Supervisor Scrivner moved to approve the Minutes of the Agenda Review and Workshop Session of May 18, 1987, as presented. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously.

The Minutes of the Regular May 21, 1987, Session were continued.

Supervisor Scrivner moved to approve the Minutes of the Open Personnel Session of September 24, 1987, as presented. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0.

Supervisor Chirila moved to approve the Minutes of the Agenda Review and Workshop Session June 1, 1987, as presented. Supervisor Scrivner seconded the motion was voted and carried unanimously.

V. PETITIONS AND COMMUNICATIONS (1-0111) - Mayor Flammer recessed the Board of Supervisors session and immediately reconvened the hearing as the Liquor and Entertainment Board. A quorum was present including Sheriff McGrath.

A. LIQUOR AND ENTERTAINMENT BOARD MATTERS - TURNER - DOING BUSINESS AS THE TIMBERS - 124 EAST EIGHTH STREET (1-0122) - Member McGrath noted the law enforcement problems which had occurred at this location. Discussion ensued concerning Stephanie Turner's plans to avoid any reoccurrence, including new clientele and employees. Ms. Turner was cautioned concerning these situations. Member Fetic moved to approve the Liquor License for Stephanie Turner, doing business as The Timbers, 124 East Eighth Street, Carson City. Member Scrivner seconded the motion. Motion was voted and carried 6-0.

B. AYRES (R.S.V.P.) - FOURTH ANNUAL CHRISTMAS VARIETY SHOW - REQUEST FOR TRADE-OFF OF FEES FOR USE OF COMMUNITY CENTER AND COST OF BUSINESS LICENSE(S) (1-0242) - RSVP Executive Director Janice Ayres explained the request and noted that the Business License fee waiver had been addressed.

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BREAK: A five minute recess was called at 9:10 a.m. When the meeting reconvened at 9:15 a.m. the entire Board was present, constituting a quorum.

Recreation Director Barbara Harris explained the fees for the Community Center. Ms Ayres then explained her program and the request for fee waivers. She agreed to pay the costs related to the two technicians, however, felt that the rent should be waived in lieu of services provided. Mr. Hamilton and Steve Bremer, Finance Department, explained a report showing the cost of items which the City provided for R.S.V.P. These figures included rent and personnel costs. Ms. Ayres rebutted these costs based on her feeling that R.S.V.P. provided more services than the City. Member Scrivner suggested the matter be continued until all costs could be clearly defined for both R.S.V.P. and the City. Member Feticc suggested the Internal Auditor determine the equity between R.S.V.P. and the City and recommended taking action due to the show date. Member Feticc then moved to request the Internal Auditor to determine the equity between the City and R.S.V.P. Member Scrivner seconded the motion. Clarification noted that each would provide the reports for Mr. Kulikowski to analyze and that the Liquor Board was not the Board of Supervisors. Member Feticc then withdrew his motion. Member Scrivner agreed to withdraw his second also. Member Feticc then moved to defer the \$630 fee for the use of the Community Center but that R.S.V.P. be responsible for the technicians' portion of the expenditure. Member Swirczek seconded the motion. Motion was voted and carried 5-1 with Member Scrivner voting Naye.

Chairperson Flammer adjourned the Liquor and Entertainment Board and immediately reconvened the hearing as the Board of Supervisors. A quorum was present as noted.

VI. CITIZEN COMMENTS (1-0728) - Watch Dog Association Representative Dick Waiton questioned why a maintenance person or a representative of the shopping centers is not required to reside in Carson City. A shopper had fallen on some ice in one of the centers and no one could address the situation. He has purportedly had several contacts a year of this nature. Also, the Fire Department cannot respond to an alarm if smoke or fire is not visible. He urged the Board to adopt formal action mandating a maintenance personnel or representative reside in Carson City. Secondly, he questioned when the parking meters would be addressed. Clarification noted this matter was on today's Agenda.

VII. RESOLUTIONS (1-0893)

A. PROPERTY MANAGEMENT COMMITTEE - SALE OF CITY OWNED PROPERTY (PURSUANT TO NRS CHAPTER 244) KNOWN AS KPTL SITE ON EDMONDS DRIVE (PORTION APN 10-031-02)

1. OPEN AND EXAMINE ALL SEALED BIDS, AND CALL FOR ORAL BIDS - Purchasing Agent Ron Wilson noted that he had not received any written, sealed bids. The Conditions of NRS 244 had been met. Mayor Flammer called for oral bids. None were made. KPTL General Manager Greg Swope explained that his firm had not bid due to the feeling that the appraisal was out of line with the property value. Mr. Swope expressed a willingness to pay a portion of the costs for a second appraisal. Chief Deputy District Attorney Cockerill recommended having his Department research this matter and report back, which Mr. Wilson supported. Clarification noted that KPTL has a lease until June 1989. Supervisor Feticc moved to refer the matter to the District Attorney's office for further analysis and consultation with the City Manager and report back to the Board at the next regular meeting. Supervisor Scrivner seconded the motion. Clarification also noted that the period of the lease could be renegotiated. Motion was voted and carried 5-0.

2. ACCEPT HIGHEST BID, OR REJECT ALL BIDS - See previous action.

B. SHERIFF (1-1225)

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1. MUTUAL AID AGREEMENT WITH NEVADA STATE PRISONS AND NEVADA HIGHWAY PATROL - Following Sheriff McGrath's introduction Supervisor Feticc moved to approve the mutual aid agreement with the Nevada State Prison and the Nevada Highway Patrol for mutual aid with the Carson City Sheriff's Department. Supervisor Scrivner seconded the motion. The Hold Harmless Clause was under Section 12. The motion was voted and carried 5-0. (Supervisor Feticc stepped from the room. A quorum was still present.)

2. AGREEMENT BETWEEN SHERIFF'S OFFICE AND AUTOMATION SERVICES DEPARTMENT (1-1308) - Sheriff McGrath explained the Federal and State regulations mandating restricted access to computer files. If this access is breached, the City could be sanctioned/lose access to all records. (Supervisor Feticc returned at this point. A quorum was presented as noted.) Sheriff McGrath and Undersheriff Greg Biggen felt that his Department had the necessary support personnel and expertise if the City's Automation Services Department is not utilized. A breach of the files had not occurred. Periodic audits are conducted by the Federal and State Agencies. Supervisor Swirczek then moved to approve the agreement regarding services of Carson City Automation Services and the Carson City Sheriff's Department. Supervisor Feticc seconded the motion. Motion was voted and carried unanimously.

XI. BOARD OF SUPERVISORS RESOLUTIONS, REPORTS, AND PROCLAMATIONS (1-1417)

A. RESOLUTION OF CONDOLENCES AND COMMENDATION TO PARKS AND RECREATION COMMISSIONER KAY SEELY - Mayor Flammer introduced Dick Seely and the item. Supervisor Feticc read the Resolution into the record and moved to adopt Resolution No. 1987-R-99, A RESOLUTION OF CONDOLENCE TO THE FAMILY OF KATHRYN SEELY AND COMMENDING PARKS AND RECREATION COMMISSIONER KATHRYN SEELY. Supervisor Swirczek seconded the motion. Parks and Recreation Director Steve Kastens expressed his condolences, which Mr. Waiton and Parks and Recreation Chairperson Bob Pier echoed. The motion to adopt Resolution No. 1987-R-99 was voted and carried unanimously.

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

VII. B. 3. RESOLUTION CONCERNING USE OF COMMISSARY FUNDS - Pulled.

C. CLERK-RECORDER (1-1555)

1. CERTIFICATION OF 1988 JURY VENIRE - Following Clerk-Recorder Alan Glover's introduction, discussion noted the computerized process which selected 3,000 names from Voter Registration and property owners lists. Supervisor Feticc moved that the Board certify the selection of 3,000 prospective jurors in accordance with the appropriate Nevada Revised Statute requirements. Supervisor Scrivner seconded the motion. Motion was voted and carried 5-0.

2. DISCUSSION AND DIRECTION CONCERNING PREPARATION OF MINUTES BY RECORDING SECRETARIES (1-1704) - Mr. Glover noted the audit exception and his memorandum outlining traditional steps rectifying this situation. These alternatives included additional staff -- a full-time, part-time or temporary secretary or clerical position -- and equipment needs. The Statutory requirements mandate Minutes reflect only the Agenda item, the motion, the individual making it, and the vote. If this format is followed, Minutes would be easier to prepare, however, the tapes would be used to fill the gaps. Mr. Glover expressed his hope that a medium could be found between the lengthy Minutes presently used and this alternative. He then introduced Automation Services Manager Pam Case and expressed his hope that computerization may address some of the problem.

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Ms. Case then expounded on her feeling that automation was the answer. Her program would commence at the Department level with the originator of an Agenda item and build through the City Manager's Office to the Recording Secretary with security locks at the different phases. Under her plan, the action could be recorded at the Board meeting. This proposal would reduce duplication which now occurs. In order to avoid pitfalls, she supported a Committee approach. Mr. Glover felt that this could be done after the first of the year. Under the automated approach, a tape duplicator should be acquired and would be utilized whenever supporting detail is required.

Supervisor Scrivner explained that his research indicated brief minutes are all that are necessary although he preferred more detailed Minutes. He felt that split votes should be detailed. Supervisor Chirila felt that detail was necessary when the discussion is lengthy. Routine matters could be brief. She felt that this could be handled by Board direction following a meeting. Mayor Flammer supported brief minutes. Supervisor Feticc and Swirczek felt more detail was needed when a controversy arises. Discussion ensued concerning the abbreviated format contained in the May 21st Minutes. Mr. Glover agreed to attempt to continue to work on the situation with Ms. Case, modify the format, and make budget modifications during the normal process. Costs associated with computerization could not be estimated.

Ms. Case elaborated on potential records management which could be implemented if total computerization is authorized.

Discussion ensued concerning format changes and additional clerical staff. Supervisor Swirczek suggested pooling the secretarial staff until the Minutes are current. Mr. Hamilton then offered to have his secretary attend the Agenda Review and Workshop Sessions to help alleviate some of the problem. (Supervisor Scrivner stepped from the room. A quorum was present.) Mr. Glover thanked the Board for its time and cooperation.

Supervisor Feticc moved to approve the change of format of the Minutes. Clarification noted an action could not be taken as it was agendized as a discussion only item. Supervisor Feticc withdrew his motion. Mayor Flammer directed staff to follow up on the indicated courses of action.

D. TREASURER (2-0032)

1. FINANCIAL REPORT FOR NOVEMBER 1987 - Supervisor Feticc moved to accept the Treasurer's November 1987 Financial Report as presented. Supervisor Swirczek seconded the motion. Motion was voted and carried 4-0.

B. 3. RESOLUTION CONCERNING USE OF COMMISSARY FUNDS (2-0063) - Pulled.

I. PUBLIC WORKS DIRECTOR (2-0065)

1. ORDER TO SHOW CAUSE - PUBLIC NUISANCE ABATEMENT AT 5307 CENTER DRIVE (APN 009-235-02) (PASSIEUX/LIBBEE) - Mr. O'Brien explained the nuisance and the notification process. (During his explanation, Supervisor Scrivner returned. A quorum was present.) Photographs were given to the Board showing the problem. Comments from the property owner, tenant, and complainant were solicited. None were made. Procedures to be set in motion by the Resolution were explained by Mr. Cockerill. Supervisor Swirczek moved to adopt Resolution No. 1987-R-100, A RESOLUTION DETERMINING THE EXISTENCE OF A PUBLIC NUISANCE ON ASSESSOR'S PARCEL NO. 9-235-02 LOCATED AT 5307 CENTER DRIVE, CARSON CITY, NEVADA, AND ORDERING ABATEMENT OF SAID NUISANCE WITHIN FIFTEEN DAYS. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0.

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D. 2. NORTHEAST CARSON SPECIAL ASSESSMENT DISTRICT - DELETE PARCEL 8-173-30 AND AUTHORIZE REFUND, AND COLLECT SEWER USE FEES (2-0226) - Following Mayor Flammer's introduction, Mr. Cockerill and Deputy Treasurer Osborn explained that the parcel had been included in the Assessment District in error as it had been connected to the sewer line in 1983. A clerical error had recorded the sewer connection as a water connection, therefore, sewer bills were not generated in the normal billing process. Staff recommended reimbursing the owner for the assessment and charging the owner for sewer usage from 1983. Legal precedence for this position was cited. Mr. and Mrs. Herb Harbeson, Doris Wittington's representatives (trustee for property owner George Vandermark, who had been missing for several years), explained that Ms. Wittington had not been aware of the 1983 sewer hookup. They felt that she should be removed from the assessment district, reimbursed for her payments, and the sewer charges forgiven. Discussion ensued at length among the Supervisors, staff, and Mr. and Mrs. Harbeson as to whether she should be held responsible for the sewer usage. The Board's consensus was that if she had taken out a loan, she would be responsible for its repayment even if the company failed to bill her. Supervisor Swirczek then moved to delete Parcel No. 8-173-30 from the Northeast Carson Special Assessment District, authorize the payment of the assessment on Parcel 8-173-30 from City funds, e.g., the Sewer Utility Funds, and authorize Utility Billing to pursue the collection of past sewer usage fees for this parcel. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0.

E. FINANCE DIRECTOR - CHECK DISBURSEMENT REGISTER FOR NOVEMBER 1987 (2-1001) - Finance Director Mary Walker and Purchasing Agent Wilson explained several checks. Internal Auditor Gary Kulikowski explained his proposed auditing procedures. Supervisor Swirczek moved to approve the Check Disbursement Register of November 1987. Supervisor Scrivner seconded the motion. Motion was voted and carried 5-0.

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

F. INTERNAL AUDITOR - DUTIES AND RESPONSIBILITIES, POLICIES AND PROCEDURES (2-1143) - A lengthy discussion ensued with Mr. Kulikowski concerning the Statutory and Charter audit requirements, notification, and reporting procedures. Different auditing techniques would be required for the different functions and Departments. A special auditing assignment such as the discussion on the RSVP request was noted. Supervisor Swirczek stressed his feeling that financial auditing functions should be performed as well as audits of the administrative controls. Reasons for auditing the administrative controls were cited as being requests before the Interim Finance Committee for Supplemental City-County Relief Tax Reserve Funds for the Grand Jury budget and the Felix-Ontiveras Trial. He felt these items should have been submitted to the Board before going to the Committee. Mr. Kulikowski agreed and explained his role in the audit. He would be involved in presenting the facts to the Board who would determine if a violation had occurred. He would also analyze job performance and cooperation within and between Departments. Discussion noted that Mr. Kulikowski would work at the direction of the Board as a whole and not from an individual. Unrestricted financial access could be given to all Departments, elected or appointed, except Juvenile Probation, including the hospital. Mr. Kulikowski agreed that he would not be involved with criminal records which are confidential. The need to be visible and active was pointed out as the reason for requiring periodic reports and to assist with his performance evaluation. Mr. Kulikowski suggested monthly status reports beginning with today's discussion. Mr. Kulikowski's "point sheet" was reviewed. He stressed that the Department Head would be involved in this analysis and would be aware of the results. Reports would be made when the Department Head can attend and respond. He stressed the desire to make "objective" reports. Supervisor Chirila suggested discussing how administrative accounting fits into the overall picture during the goals and objectives sessions. She stressed the need to have all of the grants included in his audit as well as the financial activities of the various committees and commissions.

Discussion directed that proper notification be given to all Department Heads, including the Hospital, of Mr. Kulikowski's role and the need to cooperate with him in all phases of his duties. Should his activities be

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"hampered" or "sidetracked", the Board was to be made aware of the situation. Mr. Kulikowski expressed his feeling that Mr. Hamilton and his staff were anxious and eager to work with him and the desire to maintain open, constructive evaluations.

Tourism and Redevelopment could be included in the audits due to tax funding.

Supervisor Fetic moved to refer the matter to the District Attorney's office to prepare the appropriate Resolution for consideration by the Board; Said Resolution to spell out the responsibilities and scope of authority delegated to the Internal Auditor. Supervisor Scrivner seconded the motion. Motion was voted and carried 5-0.

Supervisor Swirczek then moved to have the Internal Auditor provide within 30 days a report to the Board on his findings and recommendations insofar as the equity between the R.S.V.P. program's services to the City and the cost to the City for providing services to R.S.V.P. Supervisor Fetic seconded the motion. Supervisor Swirczek amended his motion to include during fiscal year 1987 which would be used as the base for future discussions. Supervisor Fetic continued his second. Motion was voted and carried 5-0.

Mr. Kulikowski then explained that he had begun an audit of the Recreation Department's accounting procedures and was preparing a list of the various City Departmental bank accounts, including any legal authority for such accounts, authorized fund uses, and accounting of those funds. At present, he was assisting the Finance Director in reconciling the General Ledger and Treasurer's bank account record. Once this report is current, it would become the Finance Director's responsibility to maintain that status. He was involved in creating a computer auditing system for the Golf Course which would allow on-going periodic testing, and a statutory compliance checklist including a reference library. He felt that the Recreation Department, R.S.V.P., and the bank account reports would be completed at the same time.

G. PURCHASING AGENT

2. PERSONAL SERVICES CONTRACT WITH WAYNE CARLSON FOR LIABILITY INSURANCE (2-2576) - Following Mr. Wilson's introduction, Wayne Carlson briefly explained his activities. Mr. Hamilton explained Mr. Carlson's role in establishing the risk management program, including staff training. Mr. Carlson would be actively involved in Deputy City Manager Michael Rody's training and had given several reports on his activities to Mr. Rody. Mr. Carlson had been working without a contract for several months. His activities were documented and Mr. Hamilton agreed to provide this information to the Board. Supervisor Fetic moved to approve Contract 8788-00057, Risk Management Service Agreement, pursuant to Nevada Revised Statutes No. 332, Local Government Purchasing Act, and Carson City Resolution No. 1983-R-36 and approve the letting of a contract for risk management services, declare the contract is not adaptable to award by competitive bidding for the following reason: professional service contract in an amount not to exceed \$6500 for fiscal 87-88 and that the funds will come from the Insurance Fund. Supervisor Swirczek seconded the motion. Motion was voted and carried unanimously.

BREAK: A lunch recess was called at 12:15 p.m. When the meeting reconvened at 1:25 p.m., a quorum was present as noted.

VIII. ORDINANCES - FIRST READING (2-2961)

A. CARSON CITY MUNICIPAL CODE SECTIONS 17.60.090, 18.05.064, AND 18.05.082 - MODIFICATIONS RELATIVE TO NOTICING REQUIREMENTS WHICH INCLUDE THE "300 FOOT RULE" (AMENDMENTS A-87/88-8, PLANNING COMMISSION APPROVED 7-0) - Mr. Sullivan explained that a planned unit development, special use permits, and variances do not require noticing property owners within 300 feet. As a matter of office policy, he had been noticing these individuals. The Statute does not include subdivision maps. If the Board wishes to include them, a second

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ordinance will be prepared for later consideration. (3-0031) Clarification noted that the Ordinance would adopt the Department's long standing policy and extend the time for the Planning Commission to consider the issue. Supervisor Feticc moved to introduce on first reading Bill No. 144, AN ORDINANCE AMENDING SECTIONS 17.69.090, 18.05.064, AND 18.05.082 OF THE CARSON CITY MUNICIPAL CODE TO REFLECT NOTICING REQUIREMENTS WHICH INCLUDE THE "300 FOOT RULE", AND OTHER MATTERS PROPERLY RELATED THERETO. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

B. CARSON CITY MUNICIPAL CODE SECTION 10.24.147 (RESIDENT PARKING ONLY) - MODIFICATIONS RELATIVE TO LOWERING SIGNAGE FEE FOR SENIOR CITIZENS (3-0102) - Mr. O'Brien explained the modification which the Board had directed be adopted as a result of an appeal. Supervisor Feticc moved to introduce on first reading Bill No. 145, AN ORDINANCE AMENDING SECTION 10.24.147 OF THE CARSON CITY MUNICIPAL CODE (RESIDENT PARKING ONLY) LOWERING THE SIGNAGE FEE FOR SENIOR CITIZENS FROM \$60 TO \$25. Supervisor Swirczek seconded the motion. The definition of Senior Citizen was noted as being anyone over 65 as set out by the State. The motion to introduce on first reading Bill No. 145 was voted and carried unanimously.

G. 1. REQUEST FOR ALLOCATION TO PURCHASE CAPITAL EQUIPMENT FROM PRINTING RESERVE FUND (3-0158) - Mr. Wilson and Ms. Walker explained the fund, the need for an additional computer, the accounting procedures, and the budget augmentation which would be addressed in January. Supervisor Feticc moved to approve the request for allocation to purchase capital equipment from the printing reserve fund in an amount of \$4200 for the purchase of an IBM PC equipment. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0.

3. INDEPENDENT SOFTWARE VENDOR AND PROGRAM LICENSE AGREEMENT WITH WORD PERFECT CORP. (3-0275) - Mr. Wilson and Mr. Glover explained the Automated Government Services contract had included this software, however, AGS could not contract with Word Perfect. There would be no additional cost to the City. The license would be held by Carson City rather than the Carson City Clerk's Office as indicated on the agreement. Supervisor Swirczek moved to approve Contract No. 8788-0009, Work Perfect Licensing Agreement, pursuant to Nevada Revised Statutes Chapter 332, the Local Government Purchasing Act, and Carson City Resolution No. 1983-R-36, contract for the use and rights of a software program which is not adapted to award by competitive bidding for the following reason: 1.7 Software for computers, contractor is Word Perfect Corporation. Supervisor Feticc seconded the motion. Motion was voted and carried unanimously.

H. DEPUTY CITY MANAGER - EMERGENCY SHELTER PROGRAM APPLICATION BY FRIENDS IN SERVICE HELPING (F.I.S.H.) THROUGH STATE OFFICE OF COMMUNITY SERVICE (3-0378) - Mr. Rody explained the funding of an emergency shelter which is operated by F.I.S.H. F.I.S.H. will meet specified administrative requirements before these funds are transferred. The facility is located at Stewart and provides overnight shelter for approximately 30 individuals/families on an emergency basis. Ms. Walker explained the accounting procedure for tracking the grant and community support. Her explanation included reasons for auditing the grants and improving the tracking procedure. Mr. Hamilton also noted the budgeting problems created by a lack of knowledge about program grants such as this one for which the City is eligible. He suggested augmentation of the budget rather than attempting to forecast these grants. Ms. Walker explained the legal administrative accounting procedures for handling grants. Discussion clearly indicated a need to have a central "clearing house" for grants. When Kafoury Armstrong completes the audit, a report will be made showing how to establish better accounting principles and maintain control over the various grants. Clarification noted that the Mayor was considered the "responsible official" and that the City did have the plan outlining the use of the funds. Supervisor Swirczek moved to approve the application to the State Welfare Division for emergency shelter grant program for F.I.S.H. Supervisor Feticc seconded the motion. Motion was voted and carried unanimously.

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I. 2. CONTRACT BETWEEN CARSON CITY AND BUENA VISTA AUTO RECYCLERS FOR ABATEMENT OF PUBLIC NUISANCE AT 2387 SNEDDON WAY (BROWN/REEDER) (3-0709) - Pulled.

3. CONSIDERATION OF DOWNTOWN PARKING ENFORCEMENT ALTERNATIVES (3-0715) - Mr. O'Brien distributed copies of the Carter and Code related to parking enforcement. He requested direction from the Board concerning whether to continue downtown parking enforcement and meters. Revenue from the parking meters and enforcement program is projected at \$166,070. Expenses are \$150,690. Discussion of the options included: no change but restrict enforcement to handicapped, fire, loading, and resident-only parking zones. This would reduce the parking staff to one individual. The revenue fluctuations for each option was included in the explanation. At present, the Traffic Engineer and signage budgets are charged to this fund. Other options included having the Sheriff's Office handle parking enforcement during normal patrols, and changing the time allocated to two to four hour zones and enforcement by tire marking or meters. A new parking designation of "client parking" could be sold to businesses under any of the options. Fines could be increased also. Discussion included the original purpose for which the meter revenue was to be used, reasons for modifying that usage, and consolidation of the parking fund with the General Fund. Clarification noted that at present a reserve for downtown parking does not exist and the need to have Department Heads route memos, etc., through affected Departments prior to coming to the Board for action, e.g., Finance. Ms. Walker also noted that if the parking fines had not been increased during 1987, the fund would have been in a deficit position at this time. Board discussion indicated the feeling that the Traffic Engineer and signage should not be taken from this fund. Mr. Hamilton suggested that an opinion be sought from the District Attorney's Office concerning the Charter designation from the funds. Supervisor Feticc expressed his feeling that the District Attorney's office should check into the intent as well as the Charter. He felt that the funds should be restricted to only downtown parking. Supervisor Scrivner felt that once the opinion is written, the Board could choose an option regardless of its direction. In view of the financial impact created by the options, Supervisor Chirila suggested referring the matter to Finance prior to presentation to the Board. She also felt that the impact on Redevelopment and its programs should be analyzed. Supervisor Swirczek questioned whether the meters deterred revitalization of the downtown area. If this impact is measurable, then a proportionated amount of General Funds should be allocated for redevelopment of the downtown area.

(3-1865) Steve Hartman expressed his feeling that the meters had a detrimental affect on the downtown area. Research indicated that there had been many discussions concerning the affect of the parking meters with little Board action. He urged the Board to "do something" regardless of the outcome. Commercial support for the removal of the parking meters had been visible since 1963. As a majority of the employees do not work on the weekends, he felt that meter enforcement should be discontinued on Saturdays. This step would encourage tourists to come and spend some time in the City. He did not feel that the Traffic Engineer nor the signage costs should be supported by the parking meters. Redevelopment urged removal of the parking meters but enforcement by tire marking. This would keep the employees from parking adjacent to their work sites. Funds derived from the areas, including fines with or without meters, should definitely be allocated within the district. Throughout his comments, he stressed the need for additional parking in the area.

Supervisor Swirczek then explained the three areas located in the downtown area which Redevelopment had indicated as being primary parking sites. He suggested that the City's surplus property be traded for or sold and the funds allocated for downtown parking.

Mr. Hartman continued to expound on his feeling that meter and fine revenue should not be considered of primary importance in view of the revenue which improving the downtown area could generate.

Supervisor Feticc supported Supervisor Swirczek's suggestion that surplus property be used to improve the downtown parking situation as it would benefit the entire City. Mr. Hamilton explained that the Property

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Management Committee was analyzing the parcels and would recommend those which should be sold. Allocation of funds from the sale could only be made by the Board. Comments stressed the feeling that if something is not done before the bypass becomes a reality, tourists would not stop.

Board discussion indicated the feeling the matter should be agendized for action on January 7th. Supervisor Swirczek requested staff analyze all of the options and the financial impact each would create on the City budget. It was not necessary to have the District Attorney's office prepare an opinion in view of the feeling that the meters should be removed.

4. REQUEST BY STANTON PARK DEVELOPMENT FOR CARSON CITY TO REVIEW AND APPROVE ADDENDUM TO WATER AGREEMENT (3-2734) - Mr. O'Brien explained the Stanton Park Water Agreement stipulation that 27 certificates of occupancy outside the Highland Estates not be issued until the Southeast Riverview Well is approved by the Board for equipping or until such time as the Public Works Director certifies that there is sufficient additional production capacity to meet the requirements generated by these permits. The developer has requested four certificates of occupancy even though the contract for equipping the well has not yet been let. As an increase in water production has not occurred as of this time, Mr. O'Brien could not approve the issuance of the four certificates of occupancy. The developer, therefore, was requesting removal of these four buildings from the agreement. Mr. O'Brien supported their removal as they would have little impact on the overall system and noted that the buyers were interested in moving into the homes before Christmas.

(3-2881) Stanton Park Attorney David Nielsen expressed his feeling that when the agreement was made, the well was to have been contracted in November, however, undue circumstances had delayed it. He suggested that the agreement be modified to allow the transfer of these four allotments to Stanton Park allotments. This would guarantee that any impact on the water system would not be created until the contract is let.

Discussion ensued concerning whether a commitment had been made to have the contract let in November and reasons for the delay.

(4-0054) - Supervisor Fettic moved to approve the addendum to the contract between Stanton Park Development Inc., represented by Dwight Millard and Edd Furgerson, and the consolidated municipality of Carson City with the four allotments from the original 27 being reduced and being replaced by four allotments from the 1988 allotment period and the "CofO's" on those not being released until the Southeast Riverview Well is completed. Discussion ensued concerning why the motion had to be so lengthy. Due to confusion, Supervisor Fettic withdrew the motion. Clarification noted that the developer would have 18 allotments in 1988. Supervisor Fettic then moved to approve the addendum between Stanton Park Development Inc. and consolidated municipality of Carson City with additional language that the four allotments being provided at this time would be replaced by four allotments in the first 1988 allotment period under Growth Management and that no Certificates of Occupancy for these four be provided until the Southeast Riverview Well is contracted. Supervisor Chirila seconded the motion. Motion was voted and carried 5-0. Clarification noted that the addendum would not change any of the other provisions of the original agreement.

J. COMMUNITY DEVELOPMENT DIRECTOR (4-0154)

1. PLANNING COMMISSION REFERRALS - CONSENT MATTERS

a. SPECIAL USE PERMIT U-87-46 - SERPA - ALLOW BILLBOARD ON GC - 5151 SOUTH CARSON STREET - PLANNING COMMISSION APPROVED 6-0-1.

b. SPECIAL USE PERMIT U-87/88-2 - ELLIS - EXPAND CHILD CARE FACILITY ON SF6000 - 1412 LADERA DRIVE - PLANNING COMMISSION APPROVED 7-0

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c. **SPECIAL USE PERMIT U-87/88-11 - GRAHAM - OPERATE A CHILD CARE FACILITY ON SF6000 - 1824 ALPINE STREET - PLANNING COMMISSION APPROVED 7-0**

d. **SPECIAL USE PERMIT U-87/88-12 - WILSON - EXPAND EXISTING NON-CONFORMING USE (RESIDENCE) ON GI - 5251 BRICK ROAD - PLANNING COMMISSION APPROVED 7-0** - Mr. Hamilton read the items into the record. Supervisor Feticc moved to approve the Consent Agenda as read. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

BREAK: At 3:00 p.m., a 15-minute recess was called. When the meeting reconvened at 3:15 p.m., the entire Board was present, constituting a quorum.

2. PLANNING COMMISSION REFERRALS - REVIEW AND APPEAL MATTERS

a. **PLANNED UNIT DEVELOPMENT P-87/88-1 - STANTON PARK DEVELOPMENT - TENTATIVE APPROVAL OF SPRING MEADOW PUD ON CR WITH PREVIOUSLY APPROVED CHANGE OF LAND USE AND RESOLUTION OF INTENT FOR SF6000 DISTRICT USES - WEST OF LAKE GLEN MANOR AND SOUTH OF SOUTHERN TERMINUS OF THOMPSON STREET - PLANNING COMMISSION APPROVED 6-0-1 (4-0215)** - Mr. Sullivan explained the Planning Commission and staff's recommendations and conditions, the location and size of the project, parking requirements, the Resolution of Intent No. 1987-R-11, the memoranda and letters of communication from staff, various State agencies, Sierra Pacific, and in opposition.

(4-0315) Tom Johnson noted that his firm was purchasing the development from Edd Fergusson and Dwight Millard and the principals in the firm. Using a map, he explained the location and development. Clarification noted that some of the dwellings would be two story and location.

(4-0390) Mark Rodder from Lumos and Associates explained the engineering packet which included the soils, traffic, water, sewer, storm drain studies. He then explained the topography; type of homes adjacent to Highland Estates; access routes; open space areas; retaining walls; traffic, which would be less than originally projected as only 44 units are now proposed instead of the original 60 units; emergency route; geological studies and program; dust control; recreational facilities; and plans which would meet the conditions required by staff, the Planning Commission, the State, and Sierra Pacific. Discussion ensued concerning the wetlands, the location of the ponds, and the soil reports. The roads would not interfere with the springs. Excess runoff from the springs will be routed through the storm drain system.

Discussion ensued concerning the storm drain plan submitted by the original developer and this proposal which would retain the runoff on site. This proposal would assist the west side recharge rate.

(4-1026) Art Hannafin explained that negotiations were underway to procure water rights which would be submitted under a similar arrangements as the one the City had with Mssrs. Millard and Furgerson. Construction should begin in the spring or summer of 1988. Clarification noted that Mssrs. Millard and Furgerson would be seeking an extension of Resolution No. 1987-R-11. Reasons for the delay in meeting the Resolution conditions were discussed also. Supervisor Swirczek expressed his reluctance to authorize the same terms as had been given to Mssrs. Millard and Furgerson for this development. Clarification noted that the terms would be negotiated separately.

Discussion ensued concerning the traffic flow patterns and the emergency access routes. (During this discussion, Supervisor Chirila left -- 3:50 p.m. A quorum was still present.) Concern generated by the 15 percent grade to Thompson, if it is to be designated as an emergency road, was discussed at length.

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Supervisor Feticc felt this could be addressed by locating a gate at the flat area rather than on the grade. Mr. Sullivan agreed to add this as the eighth condition. Supervisor Scrivner expounded on his reasons for feeling that a second access from the southeast was necessary. He felt that the fire access route should be utilized by the public otherwise there was only one access. Supervisor Feticc explained that his intent had been to reduce the impact on the surrounding area. As the project was to be "managed", Supervisor Feticc felt that should an emergency arise, the manager could cut the lock and ingress/egress through Thompson would be allowed. Mr. Hannafin explained the intent to maintain the streets as private roads in a private project with manned gates similar to Lake Glen Manor.

Supervisor Feticc then moved to add an eighth condition stipulating that the exit through Coral Way not be used for public purposes but be maintained for emergency purposes, e.g., fire, heavy snowfall, or whatever the emergency is. When a second was not made, Mayor Flammer passed the gavel to Supervisor Scrivner and seconded the motion. Clarification of the motion ensued. Supervisor Feticc amended his motion to include "subject to the Fire Department's approval." Mayor Flammer continued his second. Mr. Rodder explained his feeling that only one "building" would use the Coral Street exit and that the impact would be nil. His traffic report had indicated that Thompson would be the main arterial. Under this condition, Supervisor Swirczek did not feel that the condition was required. Mayor Pro-Tem Scrivner expounded on his feeling that a second access was needed for both this subdivision and the "C" Hill Subdivision which should come from Division. Mr. Rodder explained his reasons for having a short 15 percent grade rather than the longer route indicated by Mayor Pro-Tem Scrivner. The route indicated by Mayor Pro-Tem Scrivner was to be graveled and utilized as a second emergency access only. Clarification indicated that Coral Way was to be an access route for the Highland Estates as well as this subdivision.

(4-2002) Paul Phillips expressed his feeling that the developers could not obtain an easement to Curry Street. He too felt that the Coral route would not be utilized by the residents. Discussion ensued concerning streets which have 15 percent grades and the intent to maintain private streets within the development similar to Lake Glen.

The motion to add the eighth condition as outlined was voted by roll call with the following result: Swirczek - No, due to the feeling that if there is to be a road it should be used as a road and restricting it to emergency use only could affect the project; Feticc - Questioned whether the restriction should be upheld in view of the plan to use Coral Way as an access to the other subdivision, however, Yes; Mayor Flammer - Yes, due to his feeling that the gage had little to do with the entire project; Mayor Pro-Tem Scrivner - No, based on his feeling that an access from the south was needed. Motion died on a 2-2- vote. Mayor Pro-Tem Scrivner returned the gavel to Mayor Flammer.

Supervisor Swirczek moved to approve the recommendation of the Regional Planning Commission for approval of P-87/88-1 subject to the seven conditions. Supervisor Feticc seconded the motion. Motion was voted by roll call with the following result: Swirczek - Aye, based on the responses on the storm drainage questions and water issues; Feticc - Aye; Scrivner - No, due to the access road itself; Mayor Flammer - Aye, based on his feeling that it was a "good deal." Motion carried 3-1.

b. MISCELLANEOUS M-87/88-4 - CUMMING/RENIERS - PROPOSED ABANDONMENT OF CUL-DE-SAC EASEMENT - SOUTH OF BOEING WAY, APPROXIMATELY 660 FEET EAST OF GONI ROAD - PLANNING COMMISSION APPROVED 7-0 (4-2324) - Mr. Sullivan explained the request to abandon the easement and the Planning Commission recommendation. Supervisor Feticc moved to approve the Regional Planning Commission recommendation for the abandonment application for M-87/88-4. Supervisor Swirczek seconded the motion. Motion was voted and carried 4-0.

3. GM-87/88-8 - MILLARD - REQUEST FOR TIME EXTENSION OF GROWTH MANAGEMENT ALLOTMENT (4-2426) - Mr. Sullivan explained the request for a six month extension

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of the allotments, the change in ownership, parceling of the site, and financial hardship. Staff recommended denial of the request as financial hardships are not allowable concerns under the Code.

(4-2549) Dwight Millard agreed to a three month extension and explained the financing problems. He felt that as he had obtained the building permits he had not "hoarded" the allotments.

Precedence set by previous Board actions on extensions was discussed. Mr. Millard explained that he had contracted to build the six homes for a private party whose financing did not materialize on the sixth home. The parcel map problem had also delayed the project.

Based on previous Board action, Supervisor Fetic moved to deny the allowance of a six month extension for allotment 1070186. Supervisor Swirczek seconded the motion. Motion was voted by roll call with the following result: Swirczek - No, due to his feeling that the justification was not strong enough to support an extension. Clarification indicated that he was voting Yes as he did not feel an extension should be granted; Fetic - Yes; Scrivner - Yes; and Mayor Flammer - No, due to his feeling that a three month extension should have been granted. Motion carried 3-1.

Mayor Flammer directed the District Attorney's Office to prepare an Ordinance which would spell out criteria under which an extension could be granted.

4. REPORT ON H.U.D. JOINT VENTURE PROGRAM OBJECTIVES (4-2815) -

Mr. Sullivan explained the proposal which was an attempt to reduce housing costs and the list prepared by staff, many of which were already in the Code. (During this discussion, Supervisor Chirila returned -- 4:35 p.m. A quorum was present as noted.) Clarification indicated that staff would pursue the list. The Board could approve or reject any of the items during consideration of the Ordinance. The purpose of the proposal was explained by citing the difference between a rolled curb and a square curb. The matter had not been agendized for action, therefore, none was taken.

IX. ORDINANCES - SECOND READING (4-3095)

A. BILL NO. 142 - AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND SIERRA TECHNOLOGY CORPORATION (FOOTHILL SUBDIVISION) - Supervisor Scrivner moved to adopt on second reading Ordinance No. 1987-43, AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND SIERRA TECHNOLOGY CORPORATION REGARDING FOOTHILL SUBDIVISION, A RESIDENTIAL DEVELOPMENT LOCATED IN CARSON CITY, NEVADA. Supervisor Fetic seconded the motion. Motion was voted and carried 5-0.

B. BILL NO. 143 - AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND ROBERT H. RUF, JR., AND PATRICIA A RUF REGARDING APN 9-031-17 (2450 SOUTH CURRY STREET) (5-0033) - Supervisor Fetic moved to adopt on second reading Ordinance No. 1987-44, AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND ROBERT H. RUF, JR. AND PATRICIA A. RUF REGARDING ASSESSOR'S PARCEL NO. 9-031-17 LOCATED AT 2450 SOUTH CURRY STREET, CARSON CITY, NEVADA. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0.

X. CITY MANAGER RESOLUTIONS, REPORTS, AND BOARD DIRECTIVES - REVIEW AND APPROVAL OF RESOLUTION OF UNCLASSIFIED'S PARITY SALARIES (5-0048) - Mr. Hamilton explained the Board's direction indicating that \$90,000 was the amount authorized for the unclassified parity pay raises. The Board had indicated a willingness to review the matter in December if staff has found an alternative during the budget process. The District Attorney's opinion was included in the packet. Due to the District Attorney's opinion, the original \$28,500 deficit had been reduced to \$9,900. The

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unclassified staff was willing to use its stress leave to make up this deficit. Finance Director Walker explained the District Attorney's opinion removing Mssrs. Lewis and Willis from the raises. Additionally, Mssrs. Lewis and Willis and four individuals at the Sheriff's Office decided to reject the parity raises granted in May. A review of the budget indicated that four District Court employees' raises had been included. This left the parity at \$99,250. She then requested that the Board grant staff the ability to reduce line items to meet the \$9,250 deficit. Other options would have the Department Heads reimburse the amount, decrease their salaries, or use their 40 hour stress leave. Her explanation included a definition of the stress leave and the fact that it is seldom used by the Department Heads.

Supervisor Scrivner expounded on his belief that only \$90,000 had been allocated and that any amount over that was in conflict with the Board's direction. Supervisor Fetic explained that his motion had included a December review. Supervisor Swirczek expressed his support for restricting the amount to \$90,000 unless additional revenue was indicated. He felt that staff had been directed to make the cuts earlier and that those cuts would be reinstated only if additional revenue sources materialized. He felt that "a game was being played" and that cuts had not occurred as directed.

Ms. Walker then requested direction from the Board concerning whether Mssrs. Lewis and Willis' raises were to be in the original \$90,000. Supervisor Swirczek expressed his feeling that the amount that should be cut was \$9,250 and that budget cuts were not acceptable. Ms. Walker explained that she had not implemented the cuts pending receipt of the District Attorney's opinion due to several lawsuits. Clarification indicated that during the next budget session salaries would be included. Supervisor Chirila felt that if stress leave was used to make up the deficit, the incorrect salary would continue to be given as any increases would be based upon an incorrect base amount.

Mr. Sullivan explained that stress leave was, in actuality, "Administrative Leave" which reimbursed the unclassified employees for the overtime they worked without pay. He felt that the Board had accepted the parity scale and, by doing so, had indicated that this was the salary which was to be paid. He granted that the Board had authorized only \$90,000. He was willing to give up his Administrative Leave to reimburse the \$9,000.

Discussion continued to stress the Board's feeling that \$90,000 was to be used to meet the parity scale "the best it could." To allow the use of stress leave would be beyond that base

Discussion ensued concerning the type of motion the Board should make. Supervisor Swirczek then moved to adopt Resolution No. 1987-R-101, a resolution directing the City Manager to decrease the appropriate unclassified staff salaries to come within the \$90,000 as allocated for the unclassified staff's salary raises. Supervisor Scrivner seconded the motion. Discussion ensued concerning the Board's intent to do to the feeling that the motion would allow staff to use administrative leave to meet the deficit. Supervisor Swirczek felt that his motion related to salaries and not other benefits. Likewise, he felt that the salary cuts taken by Mssrs. Lewis and Willis and the District Court employees were acceptable.

Ms. Walker then explained that it would be necessary for her to bring back Mssrs. Lewis and Willis' increases for augmentation as these increases had not been included in the original budget and, according to the District Attorney's opinion, were outside of the parity increases. Discussion ensued concerning Supervisor Scrivner's feeling that the District Attorney's opinion on this point was erroneous. Ms. Walker explained that although Mr. Lewis had indicated he had the funds in his budget, he had had the increase in the 1987 budget but not the 1988 budget. Therefore, she would have to seek an augmentation. Supervisor Scrivner felt that the increase for Mssrs. Lewis and Willis should be deducted from the \$90,000. Ms. Walker further explained that Mr. Lewis had returned approximately \$20,000 to the General Fund at the end of the 1987 budget. Supervisor Swirczek expressed his feeling that contract employee salaries are exempt from the restrictions, therefore, the appropriations could be changed from one year to the next. Mr. Cockerill then explained that due to the timing of the Board's action, the increases for Mssrs. Lewis and Willis should not

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be included in the \$90,000. Mssrs. Lewis and Willis were approved on May 7 while the parity study was approved on May 21. Mssrs. Lewis and Willis received a small parity increase at that time also. Mr. Hamilton expressed his feeling that the Department Heads should not be penalized for the salary increases granted prior to May 21. The budget augmentation was not part of the issue. Supervisor Feticc supported his position. Mr. Lewis' letter requesting an increase was read into the record. Supervisor Chirila felt that the request indicated "parity" as it was based on similar salaries and Deputy Sheriff positions. Supervisor Feticc pointed out that this request was prior to consideration of the parity issue for the remaining Department Heads. Mayor Flammer agreed with his position. Clarification indicated that Mr. Lewis' raise was included in the parity study, however, Mr. Willis' was not.

In view of the confusion, Supervisor Swirczek withdrew his motion and moved to continue the matter to the next meeting. Discussion ensued concerning the parity study, the figures used, and the different periods used to establish the pay scales. Supervisor Swirczek pointed out that the Board granted \$90,000 to cover any errors or omissions as the original amount had been approximately \$85,000. Supervisor Scrivner then requested that an excerpt be prepared from the May minutes and seconded the motion. The motion to continue the matter was voted and carried 5-0.

XI. B. GOLF COURSE ADVISORY COMMITTEE (5-1856)

1. RESOLUTION REVISING COMPOSITION OF MEMBERSHIP - Since the time Supervisor Scrivner had made the request, he had received several requests to keep the status quo. Therefore, Supervisor Swirczek moved to reject the proposed resolution. Supervisor Feticc seconded the motion. Motion was voted and carried 5-0.

2. CITIZEN APPOINTMENT TO FILL UNEXPIRED TERM (5-1912) - Golf Pro Tom Duncan explained that the Advisory Committee had decided to advertise the vacancy. The letters of interest in the Board's packet had been on file for some time. Therefore, no action was taken.

C. MAYOR FLAMMER - Clarification ensued concerning the Board's action on the R.S.V.P. request.

SUPERVISOR SWIRCZEK (5-1945) - Expounded on his belief that the Board should have been involved in the decision to submit items to the Legislative Finance Committee for SCRRT funds. Mayor Flammer supported his feeling that a Board resolution would be beneficial. The meeting with the Legislative Finance Committee was scheduled for 8:30 a.m. on Friday.

SUPERVISORS FETTIC, CHIRILA, AND SCRIVNER - None.

XII. CITIZEN COMMENTS (5-2132) - None.

XIII. DESIGNATION OF FUTURE MEETINGS DATES AND TIMES (5-2136) - None.

XIV. PERSONNEL SESSION - GOLF PRO/MANAGER - EVALUATION PURSUANT TO N.R.S. SECTION 241.030 (5-2141) - Supervisor Swirczek explained his desire to evaluate the Golf Course Manager's responsibilities related to reporting to the City Manager and to the Board of Supervisors in a manner similar to the Agenda item for the Internal Auditor. Supervisor Scrivner requested the Golf Course Manager's presence at that meeting. Supervisor Swirczek expressed his feeling that a job description had not been prepared and requested Mr. Hamilton and Mr. Duncan draft one, which they agreed to do. As this does not require a Personnel Session, the matter was continued.

Supervisor Feticc moved to adjourn. Supervisor Swirczek seconded the motion. Motion was voted and carried 5-0. Mayor Flammer adjourned the meeting at 5:50 p.m.

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

The Minutes of the Carson City Board of Supervisors December 17, 1987 meeting

ARE SO APPROVED October 6, 1988.

/s/
DAN FLAMMER, Mayor

ATTEST:

/s/
ALAN GLOVER, Clerk-Recorder