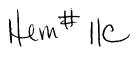
City of Carson City Agenda Report



Date Submitted: 12	Agenda Date Requested: 01/03/2008 Time Requested: 10 Minutes
To: Board of Sup	pervisors
From: Mayo	or Marv Teixeira
Subject Title:	Review of the City Manager's performance for the period December 1, 2006 through December 31, 2007.
Staff Summary:	Pursuant to the contract between Carson City and the City Manager, the Board of Supervisors is required to annually evaluate the performance of the City Manager.
Type of Action Reco	
Does This Action R	Require A Business Impact Statement: () Yes (XX) No
Recommended Boa	ard Action: None.
meeting, a self appra	ecommended Board Action: Per suggestions made at the last Board aisal prepared by the City Manager is included in the agenda packet for rates that the performance of the City Manager over this period is
Applicable Statue,	Code, Policy, Rule or Regulation: None
Fiscal Impact:	n/a
Explanation of Imp	pact: n/a
Funding Source:	n/a
Alternatives:	
Supporting Materi	al: Self Appraisal

Prepared By: Joel C. Benton, Senior Deputy District Attorney

_	Department Head) District Avolvey)		Date:	12-26 12-26-0	1-07
Motion:		1) 2)			Aye/Nay
(Vote Record	ded By)				



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMO TO: Board of Supervisors

FROM:

Linda Ritter, City Manager

DATE:

December 13, 2007

SUBJECT: Performance Review / Self-Appraisal

Attached, please find the self appraisal I have completed for my upcoming performance review. This is in the same format used for other unclassified employees. Marv has asked that the review be placed on the agenda for the first meeting in January rather than next week's agenda. I do not object to this delay in my performance review. My employment contract refers to a performance review in December along with consideration of an increase in my salary. I did not ask for a cost of living increase this year, and in recognition of the financial challenges we face, I will not ask for an increase in salary at this time.

Should you have any questions, please do not hesitate to contact me at any time.

Attachments

cc: Melanie Bruketta, Chief Deputy District Attorney

Carson City

Annual Employee Self-Appraisal

Employee Name: _	Linda Ritter
Position Title:	City Manager
Department:	Executive Offices
Supervisor:	Board of Supervisors
Annual Review Dat	e:December, 2007

- 1. The following are examples of accomplishments over the past year. These reflect issues and projects I have been directly involved with. There have been many other accomplishments achieved through the work of the Management Team. I have provided leadership and support for those activities, however, will not list each of those for this review.
 - I have enhanced communications with Board members as directed during my performance review last year. I have developed a weekly operations report which is provided to the Board of Supervisors and all elected officials and department heads each Monday. I meet with Board members, as requested, on a regular basis. Additionally, any other updates or information received is also shared with Board members. I have also initiated more complete quarterly financial reporting. It was noted during a discussion regarding my performance in August that I had met the expectations of the Board. Further feedback regarding the adequacy of my communications is appreciated.
 - The financial condition of the City has been my most pressing challenge over the past year. I had indicated the need for long term financial policies. Until we thoroughly analyze current and future revenue trends and develop a strategic plan that provides guidance and direction to City departments regarding critical services, we cannot develop and propose effective and complete financial policies. In the interim, I have successfully worked with the various elected officials and department heads to identify over \$1.5 million in on-going expenditure reductions. These reductions were implemented with only minor reductions in service levels and through attrition of vacant positions.
 - Identification of new revenue sources to fund economic development activities and capital expenditures has been critical to the future financial success of the City. The Landfill operation has been successfully turned into a profit center and a policy has been implemented which identifies these funds for future economic development activities as well as other uses.
 - The concept for a Federal Lands Bill has successfully been presented to our Federal Delegation. A thorough public process was identified and implemented so that the

final proposed Bill would be fully supported by various stakeholders interested in this issue.

- Other federal funding requests were successfully presented to members of our Congressional Delegation.
- After 4 years of work, the legal issues surrounding abandonment of streets involving the City and the Carson Nugget have been resolved.
- Shortly after the departure of the Human Resources Director and Finance Director last year, I discovered several flaws in the recently implemented Human Resources Information System. These flaws involved access security issues and the manner in which this complicated system was implemented. Rather than continue to push more resources into a system that provided tools not seen as critical, and in consultation with Information Technology, Finance and Human Resources, I made the decision to halt further implementation of modules associated with this program. I include this as an accomplishment as this decision was a difficult decision, but one that limited Carson City to further exposure to costs. I am confident that the selection and implementation of an alternative system will result in long term savings and gained efficiencies.
- Re-organized staffing in order to address issues surrounding the efficiency and
 effectiveness of Planning, Building and Development Engineering. The assignment of
 Larry Werner to this function has proven to be very successful as evidenced by
 customer service surveys.
- Negotiated leases with various non-profit organizations in order to fill available City owned facilities and general lease revenues.
- Worked with Parks and Recreation staff to establish an ordinance to address Mobile Vendors operating in parks.
- Developed a concept for a sales tax revenue sharing study that was accepted by both Carson City and Douglas County to address competition for retail developments.
- I have provided leadership and direction to an exceptional and accomplished management team, who, through their efforts, have gained efficiencies and cut ongoing costs through their actions
- I continue to maintain positive relationships with other governmental entities, community groups and business groups. I maintain an open door policy in order to support, enhance and promote positive communications with employees and citizens.
- 2. I consider the following to be my professional strengths:
 - Ability to bring departments together to achieve consensus on initiatives and actions positively impacting Carson City government.
 - A positive and supportive communication style.

- Knowledge of local government finance in Nevada.
- Ability to look beyond the immediate future and identify need for strategic plans and direction.
- Willingness to work extremely hard and be responsive at all times.
- 3. I consider the following to be my areas for development:
 - Closer oversight of departmental activities through development of broad performance measures.
 - Ability to clearly delegate authority to others, while keeping close oversight over outcomes.
 - Tools and techniques for successful conflict resolution
- 4. I would benefit from training in the following areas/topics (please list):
 - Performance measurement and strategic planning.
 - · Conflict resolution
- 5. I would like to achieve the following career objective(s):
 - Continue to serve as the Carson City Manager, provide service to the Board of Supervisors and the Citizens of Carson City, and provide leadership for our exceptional management team.
- 6. Additional employee comments:

I appreciate the support I have received from the Board over the past year. I also appreciate the honest and frank assessment of my work and abilities shared by Board members with me throughout the year. I encourage this on-going feedback so that I can endeavor to serve you better.

Employee Signature

Date /2/14/67

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No formal action was required or taken.

E. ACTION TO APPOINT TWO MEMBERS TO THE REGIONAL TRANSPORTATION COMMISSION. ONE TO FILL A TWO YEAR TERM TO EXPIRE DECEMBER 31, 2008, AND ONE TO FILL A PARTIAL TERM TO EXPIRE DECEMBER 31, 2007 (2:09:31) - Management Assistant Rose Gardner - The Board/Mayor Teixeira thanked each of the applicants for applying. The following individuals were interviewed: (2:10:19) Larry Hastings; (2:18:40) Russ Carpenter; and (2:31:32) Gianna Marie Shirk. The Board pointed out that there are only two vacancies and three applicants to each individual. The Board was then polled. Supervisor Livermore moved to appoint Larry Hastings to the Regional Transportation Commission for a two-year term ending December 31, 2008. Supervisor Staub seconded the motion. Motion carried 5-0.

Board discussion noted the quality of the applicants and the lack of vacancies. It was felt that Ms. Shirk should return and consider other commissions/committees. Supervisor Livermore moved to appoint Russ Carpenter to the Regional Transportation Commission to fill a partial term to expire December 31, 2007. Supervisor Aldean seconded the motion. Mayor Teixeira urged Ms. Shirk to apply for other commissions/committees including the Parks and Recreation Commission. The motion to appoint Mr. Carpenter to the partial term was voted and carried 5-0.

F. REVIEW OF THE CITY MANAGER'S PERFORMANCE FOR THE PERIOD DECEMBER 1, 2005 THROUGH DECEMBER 1, 2006 (2:46:25) - Mayor Teixeira reminded the Board that the discussion is not to relate to a pay issue. It is an evaluation of the City Manager's job performance. Any changes to her duties should be indicated. He liked her ability to manage people as a coordinator, director, and cheerleader. A list of jobs she is working on was included in the packet. A lot of things have been accomplished and more need to be done.

Ms. Ritter indicated that she is having a "good time". Things are going well. She has an exceptional management team which makes coordination easy. There are tremendous elected officials who are part of the management team. She enjoys doing budgets and financial statements. She looked forward to the budget challenges facing the City. There are a lot of exciting things happening in the City. She foresaw even more occurring in the future. She looked forward to serving the public in the coming year. She asked for feedback from the Board as improvements are always possible.

Supervisor Staub indicated that he did not have any comments regarding the work plan. He then explained that by his own choice he did not have an office at the City Hall, however, communications with Ms. Ritter are very important. The media used to do that is her choice. His only concern has been the lack of knowledge regarding matters reported by the news media. He felt that Ms. Ritter is competent and professional and serves the Board well. He asked that regular reports on what is occurring be provided.

Supervisor Livermore indicated his concerns were with the television cable issue and the difficulties that have been encountered with minorities and personnel. He felt that there had been preconceived ideas regarding the position that caused it to go in an undesired direction. The major concern at this time is the struggle to

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grow the economic base and sales taxes to pay for services. He was certain that she will advise him on how we should spend the money and manage payroll to get the most benefits even though it may not be under the customary procedures. He saw this as a challenge but felt certain that an action plan has or will be created.

Supervisor Aldean felt that the list was very ambitious. Ms. Ritter is being very opportunistic in her goal to have Freeway Project 2B out to bid this year as her information indicates that it is Freeway Project 2A that is going out to bid. She also does not have an office at the City Hall. She, however, meets with Ms. Ritter or calls her on Mondays. She appreciates the updates. This is something that the Department Heads also need to foster. For example, the use of Open Space funds to hire a second person was reported by the news media before the Board had considered the concept. She knew that Ms. Ritter had also been surprised by the decision. She recognized the different funding source that was used for the position. She reiterated her belief that better communication, specifically with Department Heads, needs to be fostered. She appreciated Ms. Ritter's hard work. She felt that Ms. Ritter runs a tight ship and that her employees enjoy working for her.

Supervisor Williamson indicated that she enjoys working with Ms. Ritter. Ms. Ritter has made the government her own. She hires individuals with whom she can work and enables them to go forward. Sometimes there are premature public announcements. Ms. Ritter has created a good enabling atmosphere. Her Department Heads do not have to clear everything through Ms. Ritter. It serves the residents well. Communications can always be improved. It is an improvement over the previous City Manager. Communications can be provided from a variety of sources. She then explained her involvement with an employee survey on Ms. Ritter. She felt that the employees had been very supportive of Ms. Ritter. They felt very empowered and able to go forward and do what is necessary for the residents. It is a dynamic time and organization with a challenging future. She was certain that they will be able to work through the challenge and do good things.

Mayor Teixeira expressed his desire to not have any more communication than he has. He felt that it is overdone at this time. He believed that the City should learn from the financial challenge it is facing. He acknowledged the resource the former Finance Director had been, however, the City needs to have a financial and a capital plan that addresses future needs and levels the field during slow economic times. Ms. Ritter responded by indicating that the job listing she had provided was based on last year's goals. She intends to bring to the Board some financial policies which will allow the City to save funds during good times and continue to spend during bad times. Mayor Teixeira reiterated his belief that we need a capital plan so that discipline can be used as former Finance Director Mary Walker had initiated and make the City look good during bad times. Ms. Ritter should not be held responsible for the economic downturn. The bureaucracy should, however, be able to solve it. He asked for a plan to be incorporated in the 2007-08 budget to do that. Ms. Ritter explained that policy resolutions and Codes need to be adopted. Mayor Teixeira urged her to bring the documents forward and allow the Board to make the decisions. He also explained that it was hard for former Finance Director Minton to tell the Board that retail sales were down. The City is dependent on sales. Without it, the City will be in trouble. He urged Ms. Ritter to meet with Supervisor Staub more often. He complimented her on how the community perceives her to be and noted that he receives lots of positive accolades regarding her and her abilities. He then asked for an appraisal of the new computerized personnel

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system at end of the first quarter of its use. He did not think it works. He also asked for a report regarding having City Engineer Werner as a pivotal point for Planning, Building and Community Development and how that is working.

Supervisor Aldean noted that Western Nevada Community College should be listed as one of the City's partnership agencies. She acknowledged that the Partnership Carson City program is up and operating. It should be expanded to include the Community Coalition on Gangs. This is a large social issue which needs to be addressed in the coming years.

Discussion indicated Ms. Ritter's desire to leave the City's Internal Auditor position open for two months. She will then recruit and refill the position. Mayor Teixeira indicated that Ms. Ritter had heard the comments. He encouraged her to consider them seriously. He felt that the Board/City was fortunate to have her. Additional communication is needed. He urged her to "hit" the others with it. He stated that, on behalf of the Board, she had been doing her job well and that there are challenges facing her. No formal action was required or taken.

9. BOARD OF SUPERVISORS - NON-ACTION ITEMS:

A. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (3:04:35) - Mayor Teixeira displayed and described the Sierra Business Council Award won by the City's Envision Carson City Program. He suggested that it be placed at the City office. It is a prestigious award for the community and its Planning staff. Supervisor Aldean wished the community Happy Holidays. Supervisor Livermore announced and invited the Board and community to attend the Elected Officials Swearing-In Ceremony on January 1, 2007, at 10 a.m. in District Court II chambers. Mayor Teixeira wished everyone Happy Holidays. He also announced his intent to agenize the Board's committee and commission assignments for the January 4th meeting. He asked the Supervisors to provide Ms. Gardner with a list of their assignments and indicate any that they wished to trade. He felt that it had been a great year for the Board and community. He again wished everyone Happy Holidays.

B. STAFF COMMENTS AND STATUS REPORT - None.

10. ACTION TO ADJOURN (3:09:10) - Supervisor Aldean moved to adjourn. Supervisor Williamson seconded the motion. Motion carried 5-0. Mayor Teixeira adjourned the meeting at 3:10 p.m.

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The Minutes of the December 21, 2007,	, Carson City Board of Supervisors meeting
ATTEST:	ARE SO APPROVED ON February 1 , 2007
/s/	/s/
Alan Glover, Clerk-Recorder	Marv Teixeira, Mayor

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approximately 40 acres each and one parcel of approximately 80 acres. Supervisor Williamson seconded the motion. Motion carried 5-0.

C. ACTION TO APPROVE A FINAL MAP FOR DIVISION OF LAND INTO LARGE PARCELS SUBDIVIDING ONE PARCEL OF APPROXIMATELY 320 ACRES, APNS 008-11-05 AND 008-11-07, INTO 8 PARCELS OF APPROXIMATELY 40 ACRES EACH ON PROPERTY ZONED CONSERVATION RESERVE (CR), LOCATED GENERALLY NORTHWEST AND NORTHEAST OF THE GONI ROAD TERMINUS (FILE LDM-06-199) (10:19:10) - Comments were solicited but none were given. Supervisor Aldean moved to approve LDM-06-199, a final map for division of land into large parcels subdividing one parcel of approximately 320 acres, APNS 008-11-05 and -07, into eight parcels of approximately 40 acres each. Supervisors Williamson and Staub seconded the motion. Motion carried 5-0.

11. CITY MANAGER - Linda Ritter

- A. ACTION TO APPOINT ONE MEMBER TO THE LIBRARY BOARD OF TRISTEES TO FILL A TERM THAT WILL EXPIRE JUNE 2008 (10:45:36) The Board interviewed Melissa Dyer-Cobb and Sandy Foley. The Board thanked each for applying. There were four applicants but only two were interviewed. The Board was polled to select the individual to be appointed. Comments complimented Ms. Dyer-Cobb on her enthusiasm, explained the reasons Ms. Graber applied and justified selecting Ms. Foley. They urged Ms. Dyer-Cobb not to take the failure to appoint her to the Board personally. Supervisor Aldean moved to appoint Sandy Foley to the Carson City Library Board of Trustees to fill a term that will expire June 2008. Supervisor Livermore seconded the motion. Motion carried 5-0.
- B. SELECTION OF CARSON CITY'S LATINO EMPLOYEE OF THE YEAR AS REQUESTED BY NEVADA HISPANIC SERVICES AS PART OF THEIR SALSA Y SALSA CELEBRATION (9:25:32) Alternative Sentencing Coordinator Claudia Saavedra A survey had nominated four individuals. Ms. Saavedra was selected by the process. Her background with the City was limned. Mayor Teixeira thanked her for her tenure with the City. Supervisor Aldean commended her on the efficiency of the small Department and its consistent and quick graffiti eradication response. Ms. Saavedra explained her personal dislike of graffiti and her discipline of individual who are caught tagging. Supervisor Livermore explained the September 14 Salas y Salas dinner which included her recognition of her contributions to the community. She and her family were cordially invited to attend the dinner. Mayor Teixeira reiterated his belief that she is an asset to the community. No formal action was required or taken.
- C. ACTION TO CONFIRM THE DUTIES AND AUTHORITIES OF THE CITY MANAGER LISTED IN THE CURRENT JOB DESCRIPTION AND EMPLOYMENT CONTRACT AND DISCUSSION OF ANY CURRENT JOB PERFORMANCE ISSUES (10:20:56) Mayor Teixeira explained the policy regarding placement of items on an agenda. He disclosed that he has heartburn with this item and had sent Ms. Ritter an email regarding it. Her annual evaluation will be held

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in a few months. Supervisor Aldean had called him regarding it and they have agreed to disagree about it. He believed that areas of performance should be handled by the employer and not the employee. He, therefore, will defer to Supervisor Aldean. If the discussion enters areas he is uncomfortable with, he will abstain. Supervisor Aldean concurred with his representation of their discussion. She acknowledged that they have "moments of disagreement" and that they are "few and far between". Her reasons for agenizing the item and a summary of the documents attached to the Agenda Report were limned.

Ms. Ritter explained that she had requested the item be agenized. Justification for her request was provided. She questioned whether anything in the contract needed mending. The job description was then discussed. Supervisor Aldean suggested that it be revised to mandate residence within the City limits. Ms. Ritter advised that she is a Carson City resident and supported its inclusion. Discussion ensued on her responsibilities over the budget. Supervisor Livermore felt that she was creating policies and moving funds under the current process. The document is then brought to the Board after having been approved by her employees. This makes her the sixth member of the Board. He wished to see the process revert to having the Board provide the fiduciary responsibility entrusted to it by the public. Her process does not allow him to have input into the budget. He was uncertain as to the amount generated by the revenue sources and how they are being evaluated. Although it may be nice to have flowers at the gateways, in the parks, and downtown, this may not be realistic. The City has limited resources. He felt he is being left out of the allocation selection process. Ms. Ritter explained that a list of goals is established. The funds are allocated according to an evaluation of those goals. Supervisor Livermore explained that he liked having the Department Heads present their goals and justify their funding requests. The Internal Finance Committee is hearing this information. Ms. Ritter suggested that the Department Heads make brief presentations which will include the issues and challenges. Supervisor Livermore felt that the document that is presented to the Board is comprehensive and finalized without any time for him to decide about it.

Supervisor Williamson explained that the goal setting process was abbreviated last year. She felt that a more complete one is necessary and that six year old goals should be dropped. She did not feel that having all of the Departments make a presentation during the budget will be productive. She suggested that a presentation be made during the year. It will inform the Board about what is happening. The Board is aware of cuts being made everywhere. The Board had received only the numbers which did not achieve the desired results. She recommended that an expanded goal setting session be scheduled in January.

Supervisor Staub concurred with her analysis. He did not want to micro-manage the budget. He felt that the budget team comprised of Department Heads and Elected Officials should set in on the budget decisions. He also felt that more time should be spent on the goals. He did not have a problem with the budget review. He suggested that the job description/contract include professionalism and conduct which Human Resource Director Silver could assist the Board in developing. The job description includes duties and responsibilities but does not include rules on professionalism on the job. He felt that management should not have any room for disrespect, derogatory remarks, or false accusations. Ms. Ritter agreed to discuss this with Ms. Silver.

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Supervisor Aldean advised that she had discussed her concern with Ms. Ritter previously. A comprehensive and inclusive work shop was held four years ago with the Department Heads and public. She recognized that this type of work shop can be cumbersome. It was very productive. She wished to repeat that activity when the goals and objectives are reviewed. Ms. Ritter agreed. Discussion indicated that the dots may not be needed. Supervisor Aldean also suggested a revision to Item G Inform and Advise so that it reads: "To keep the Board of Supervisors at all times fully advised as to the operational, financial and general condition and needs of the City 'and of any special circumstances as they develop'." She felt that

Ms. Ritter indicated that she will take the Board's comments and come back with a revised process that includes expanded goals. Next week the Board will receive to 2007-2008 work plan detailing the Department Heads and her projects for next year. The Board's goals are included in this plan. The goal setting session will be expanded. She will work with Supervisor Livermore to get the information that he needs and provide the Board with the revised process next month.

the list of items appeared to be perfunctory. The need for the Board to be kept apprised needs to be

Supervisor Williamson explained that this process requires providing monthly updates on the City's financial condition. This should provide a more comfortable financial level or indicated that other impacts need to be implemented or actions taken. Ms. Ritter felt that the Board will have a better understanding of the City's financial situation with the monthly updates particularly when the budget process is started. She then went to her work plan and described her exploration of performance measurements. New thoughts and programs now allow the measurement of performance and if a difference is being made in the community. Clark County and Las Vegas have models which look good. She planned to work on the program inhouse rather than farm it out. It should provide better feedback to the Board.

Supervisor Livermore suggested that the City Charter Committee consider the duties of a City Manager. Ms. Ritter agreed to add it to the list for the Committee. She summarized the Board's comments regarding performance issues. Last year's evaluation pointed out a shortcoming in communication and need to get the information to the Board on special circumstances. She is meeting with the Board members more frequently and continues her weekly reports. Supervisor Staub expressed his appreciation of her weekly reports which are refreshing and enlightening. Supervisor Livermore disclosed that he had complimented her on the first four page report. He liked to see that type of report as a standard policy. Supervisor Aldean felt that the Board and Ms. Ritter need to provide reports during the Board meetings and that a better method of communication needs to occur between them. It is also important that the Board act collectively when engaged in discussing issues in the community. Discussion indicated that communication outside the Board meeting should be on a one way street without any feedback. Supervisor Aldean explained that she had been sending reports regarding TRPA to the Board. Comments indicated the belief that the Board should make reports under its heading individually. Ms. Ritter then explained her 360° annual performance review. These responses are sent direct to Supervisor Williamson and provide constructive criticism. The surveys can be expanded to include the public, Elected Officials, and employees. She committed to working with Ms. Silver on it, if desired. She also indicated that the

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mandated in the job description.

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revisions discussed during the meeting will be placed on the Consent Agenda. No formal action was taken.

- D. ACTION TO RECESS INTO CLOSED SESSION PURSUANT TO NRS 288.220 TO MEET WITH MANAGEMENT REPRESENTATIVES REGARDING LABOR NEGOTIATIONS (8:40:32) Pulled.
- 12. BOARD OF SUPERVISORS NON-ACTION ITEMS:

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- A. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (11:10:52) Supervisor Aldean reported on the Tahoe Forum which she and Supervisor Williamson had attended and the TRPA activities including a meeting with the Nevada Agencies. She advised that the JAC ridership is up over 9,000 a month. She thanked the community for taking advantage of it. One new bus has been received and will soon join the lineup. Supervisor Williamson reported on her personal trip to Denver. She announced Saturday's Boys and Girls Club Barbeque. Supervisor Livermore announced the Salas y Salas activities scheduled for September 13 and 14 and encouraged the public to attend. Mayor Teixeira explained the activities which will occur at the Boys and Girls Club Barbeque. He hoped that this is the last time it will conflict with the Governor's Tea. He disclosed that he had spent community service time serving meals for the Meals-On-Wheels Program. He felt that it had provided a dose of reality and insight into the community. Mayor Teixeira and Supervisor Livermore both indicated that there are lots of activities going on in the community as announced in the local newspaper. Supervisor Staub did not have a report. No formal action was taken or required on any of these items.
 - B. STAFF COMMENTS AND STATUS REPORT None.
- 13. ACTION TO ADJOURN (11:17:58) Supervisor Livermore moved to adjourn. Supervisor Staub seconded the motion. Motion carried 5-0. Mayor Teixeira adjourned the meeting at 11:18 p.m.

The Minutes of the September 6, 2007, Carson City Board of Supervisors meeting

ARE SO APPROVED ON	, 2007.
Maςν Teixeira, Mayor	
	