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The Carson City Board of Supervisors held a special workshop on Tuesday, August 26, 2003, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 10 a.m.

PRESENT: Ray Masayko Mayor

Pete Livermore Supervisor, Ward 3
Robin Williamson Supervisor, Ward 1
Shelly Aldean Supervisor, Ward 2
Richard S. Staub Supervisor, Ward 4

STAFF PRESENT: Linda Ritter City Manager

David Dawley Assessor

Alan Glover Clerk-Recorder

Al Kramer Treasurer
Louis Buckley Fire Chief
Daren Winkelman Health Director

William Naylor Information Services Director
Steve Kastens Parks and Recreation Director
Matt Fisk Justice Court Administrator
Tom Minton Deputy Finance Director

Brian Percival Assistant Chief of Alternative Sentencing

John Flansberg Street Operations Manager

Steve Schutte Chief Deputy Sheriff
Liz Teixeira Administrative Assistant

Katherine McLaughlin Recording Secretary

(S.B.O.S. 8/26/03 Tape 1-0018)

NOTE: Unless otherwise indicated, each item was introduced by Ms. Ritter's reading/outlining/clarifying her slides/memos. A copy is in the file. 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.

**CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE** - Mayor Masayko convened the meeting at 10 a.m. Roll call was taken. The entire Board was present constituting a quorum. Mayor Masayko lead the Pledge of Allegiance.

# CITIZEN COMMENTS (1-0025) - None.

# 1. **DISCUSSION ON THE AGENDA PREPARATION PROCESS (1-0028) - Mayor Masayko**

described the purpose of the meeting. Ms. Ritter explained her reasons for having the meeting, the need for written procedures, and the current agenda process. Mayor Masayko felt that "advance" draft agendas could be useful, however, may not be a true prediction of agenda items. Such advance drafts should not become burdensome or time consuming for staff. Ms. Ritter explained that such agendas could act as a reminder to staff about items needing action. Supervisor Livermore felt that it would provide the Board an opportunity to agenize items without having to

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talk to either the Mayor or City Manager. The concept better defines the process for agenizing items. Supervisor Williamson voiced her concern about the community/media's knowledge of agenda items before the Board receives the agenda. Supervisor Aldean asked that the draft agenda be given to the Board as quickly as possible to avoid being blind sided by the media. The public and media must understand that the draft is a tentative agenda and that the final posted agenda may be different from the draft. Ms. Ritter agreed to email the Board a copy of the agenda at the same time it is released to the media. Discussion pointed out the need for the Board to have the entire packet in order to intelligently discuss an item with the media. Mayor Masayko encouraged staff to develop consistent posting procedures. Supervisor Staub urged staff to use electronic postings and to avoid distributing late material at the meetings. Ms. Ritter explained her direction to staff that if the staff report is not ready when agenized, the item will be pulled. Mayor Masayko agreed with this policy. Emergencies do happen on occasion. These occasions should be rare. An item should be pulled at the last minute rather than being "force fed" to the Board. Consensus supported this policy. Treasurer Al Kramer explained that the Board Action Request Form is sometimes developed by one Department while the supporting documentation is developed by a second Department. He agreed that the item should be pulled if not completely ready at the time the agenda is posted unless the item is bumping a deadlines. This should be the exception.

Ms. Ritter then described the agenda format and described suggested agenda revisions. Mayor Masayko supported the addition of an item's description if it is restricted to 25 to 50 words. Legal requirements mandate that the agenda item be clearly indicated. He was not "locked into" having a detailed description in order to have an item agenized due to diminishing return concerns. This was particularly felt unnecessary when the item does not require a detailed explanation. Reasons for having the Board reports earlier in the session and the importance of it were limned. He had changed its scheduled time from the end of the meeting to 9:30 a.m. If the Board is behind schedule, it has been deferred. He suggested that it be moved to earlier in the meeting. With a timed agenda, staff will be able to know when to be present. Discussion indicated that the advertised agenda would not include the summary notes. The website agenda may include it.

Supervisor Livermore complimented Ms. Ritter on her willingness to open the Open Meeting Law. He also suggested that the Redevelopment Authority and Liquor and Entertainment Board items be separated from the Board of Supervisors items. He suggested that a more detailed questionnaire be submitted to applicants for the Committees and Commissions so that it would be possible to reduce the time required to interview them. Ms. Ritter explained that this process is used with individuals applying for City positions. The process could be expanded to include the Committee/Commissionapplicants. Supervisor Livermore complimented Mayor Masayko on his attempts to control the time dedicated to items. He also explained that the Board of Supervisors may become the public health board. Mayor Masayko explained his belief that all of the applicants for Commissions/Committees should be interviewed and his reasons for scheduling the interviews at 1:30 p.m. He felt that ten minutes per person should be adequate for this process.

Supervisor Aldean agreed that the interview process could be laborious at times but is necessary. Discussion indicated the need to agenize items according to the Department to avoid keeping staff all day for various items. Board consensus supported restricting Board reports to 30 minutes immediately after the Liquor and Entertainment Board items. The Consent Agenda should be time specific and follow the Board reports. A brief recess could follow it with time specific agenda items thereafter. Ms. Ritter complimented the Board on its willingness to discuss these

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items and stressed that management/staff is not attempting to be critical of the process but rather to develop a more cohesive approach. Mayor Masayko indicated that the Board Members were not taking the discussion personally.

Discussion ensued concerning the length of time needed to interview the Commission/Committee applicants. Consensus indicated the need to establish and maintain the interview process and period. The current ten minute per interview process was supported and will be continued.

Discussionthen explained the reasons for wanting to pull Consent Agenda items, specifically grants and appointments to Commissions/Committees. Ms. Ritter explained that the Consent Agenda does not at this time have any written policies, therefore, guidelines were requested. Mayor Masayko felt that no one should be upset when an item is pulled for discussion as everyone sees things in a different light. Supervisor Aldean pointed out that the Consent Agenda items are perfunctory matters. Pulling items for discussion/recognition is a healthy part of the process. A policy/guideline should be developed regarding the content, level of information, and type of item to be placed on it. Discussion indicated that the option to pull an item for discussion should remain. Staff should recognize that the need for additional information and guidance improves the Open Meeting process. Consensus indicated that the suggested listing was a good starting point. The policy will be modified as deemed appropriate in the future.

Ms. Ritter requested guidelines for backup material. She suggested revisions to the Board Action Request Form including staff review instead of concurrence. Justification for this change was provided. Discussion indicated that the District Attorney's concurrence with an item was not necessary. His/her function is to provide an indication regarding the legality of the item unless he/she is part of the staff contributing to the report. The Board should make its decision as a public policy. Chief Deputy District Attorney Mark Forsberg explained that his advice does not consider the pros and cons of the item. Mayor Masayko felt that it is important that the District Attorney's office indicate that it has reviewed the item based on this criteria. Ms. Ritter agreed. Board direction revised the form to indicate review rather than concurrence. Comments expressed the hope that the staff will work with the District Attorney's office and provide adequate time for the review prior to agenda signing. The tentative draft agenda may provide the timeline for the District Attorney's office and staff's review of the document. Mr. Forsberg suggested that the documents with higher priorities be flagged.

Discussion then directed that staff paginate all of the material related to a document. Pertinent material should be highlighted with a page and/or paragraph numbers. Consistency in wording the recommended Board action was requested. A redlined draft of the agreements/contracts should be provided indicating any revisions that have been made. This will eliminate the need for the Supervisor to flip back and forth between two documents. Discussion suggested that an abbreviated packet and a detailed packet be prepared. Board members seeking additional information than that provided in the abbreviated packets could look at the detailed copy. The detailed packet is to be put on a disk and given to the media/public. This will eliminate the need for 20 hard copies. Anyone wishing a hard copy could then make his/her own copy by printing it from the disk. Supervisor Staub explained his experience with courts who are going to a paperless system. He supported the concept and emphasized the Board's ability to obtain a hard copy of items when desired. Mr. Forsberg indicated that the process could be used, however, hard copies need to be available for those individuals who do not have access to a computer. Mayor Masayko felt that this process should reduce the number of hard copies significantly. Discussion noted the different

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amount of backup material required of the individual Board members. Clear direction was solicited on this matter. Comments indicated that if the packet is distributed early enough in the process, the Board will review it and contact staff if additional information is needed. It was also felt that the Department Heads' personal phone numbers should be provided to the Board so that they can contact staff if questions arise after office hours.

(1-1425) Ms. Ritter then described her automation concepts which consensus supported. Discussion then ensued on control over agenizing items. Mayor Masayko explained his review of the Charter indicates that the presiding officer controls the placement of items on the agenda. He had not stopped anyone from agenizing any item. Ms. Ritter indicated that she will review the Charter. Mayor Masayko explained that he had never limited anyone's ability to agenize an item. Agenized items should come from the Board, elected officials and City Manager. The public can use the public comment period to request that an item be agenized. Discussion explained the reasons the Boys and Girls Club's item regarding its Silver Oaks property had been delayed. Board comments indicated a desire to research the Charter regarding the Mayor's ability to pull items from the agenda without the consent of the Supervisors. Comments explained the bylaws for several Committees/Commissions which allow a majority of those members to override the Chairperson's decision to withhold an item. Mayor Masayko directed the City Manager and District Attorney's office to research the matter and develop a written opinion/policy regarding whether it is possible for a majority of the Board to override the Mayor's decision.

Discussion then indicated that the current public meeting process appears to have reached an open and refined state 95 percent of the time. The remainder of the time additional information is needed. These are the items which are continued. There is no "cookie cutter" answer that fits all items. The Board should know where to find answers when such occasions arise. Discussion also indicated Ms. Ritter's intent to allow the Board to continue contacting staff members for information/status reports without contacting Ms. Ritter first. This process had been followed with the previous City Manager. No formal action was required or taken.

# 2. DISCUSSION ON CONTENT AND FREQUENCY OF STAFF REPORTS TO THE BOARD

OF SUPERVISORS (1-1753) - Mayor Masayko indicated that he did not need Ms. Ritter's weekly schedule of activities as he preferred to have results rather than schedules. He also preferred to summary information and the ability to obtain answers to his question rather than have detailed backup material. The ability to obtain copies of the backup material should be media accessible. He was unsure whether monthly financial reports were beneficial as the revenue is 90 days behind. He suggested that quarterly financial reports be provided. This will indicate where the City stands financially and the staff's management skills. Ms. Ritter explained that graphs and monthly financial reports provide a mechanism for illustrating the trends. Mayor Masayko reiterated his desire to be able to obtain this information from the website/computer and print any items he wants/needs. He did not want hard copies. Comments indicated that the packets should be uniform for all of the Board as the creation of different packets takes staff time and effort. Any unwanted/unneeded papers could be disposed of. The suggested financial reports were felt to be beneficial although 90 days may provide a "stale" report. Supervisor Livermore suggested that staff email the reports to the Board members who do not have an office at City Hall. He had been extracting the financial information on his own. The proposed report will provide consolidated information and a comparison of the region. Supervisor Williamson supported having monthly reports with a quarterly review of the City's financial position agenized for the public's information. Reasons for wanting these reports were provided. No formal action was required or taken.

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3. DISCUSSION ON COMMUNICATIONS WITH BOARDS, COMMITTEES, AND COMMIS-SIONS APPOINTED BY THE BOARD OF SUPERVISORS (1-2044) - Discussion ensued concerning the need for the various Boards/Committees/Commissions and whether some could be combined. It was suggested that consideration be given to consolidating the Shade Tree Council, Carson River Advisory Committee and the Open Space Advisory Committee with the Parks and Recreation Commission. The possibility of having a public/foundation committee takeover the Shade Tree Council and the Carson River Advisory Committee was suggested. Discussion also indicated that the Planning Commission wished to have a joint meeting with the Board to discuss trends. It was felt that written annual reports could be provided in lieu of oral presentations at the Board's meetings. Recognition of the volunteers' hard work and efforts should be given. It was suggested that the Charter Review Committee Chair meet with the Board to provide status reports and an exchange of information. The Community Council on Youth is developing an annual report for submittal to the Board. Similar reports should be developed by the Committees/Commissions. They should not be complicated nor take a lot of staff's time. The accomplishments should be highlighted. A work plan should not be required. The informal presentations could be staggered and provided annually. Justification for the Planning Commission's autonomy was indicated. Concerns were voiced about having the Airport Authority report to the Board. Although it wished to maintain its autonomy, it would like to discuss highlights of its master plan which are not reviewed by the Board. Cancellation of nine Park and Recreation Commission meetings was felt to be a clear indication that too many of its duties may have been passed on to other Committees/Commissions. Mayor Masayko directed staff to look into this matter. Ms. Ritter indicated that she would work with Mr. Sullivan on the Planning Commission's request. No formal action was taken.

# 4. DISCUSSION ON PROCEDURES AND PROCESSES FOR ESTABLISHING CITY POLICIES, BOTH INTERNAL AND EXTERNAL (1-2369) - Discussion emphasized the Board's direction that Board packets be paginated. Fiscal impact of the policies should be indicated. A standardized format should be created. City Manager policies should be put in a manual, categorized, updated periodically, and kept in a central location. The Board policies were felt to be few in number and related to budget and legal issues such as the pay for performance. No formal action was taken.

- biscussion on Establishing A Community Vision (1-2467) Discussion explained when the dates when developed and the methods used to develop and update the goals, objectives and mission statements. The previous statements should be used to build the next ones. Public involvement in the process was encouraged. Ms. Ritter suggested that Heartland be retained to redo it. The estimated cost is \$20,000. It may take nine months to complete. Staff was directed to develop a contract and present it to the Board for action. The process should not start from step one. The vision should be generic, achievable, and adoptable. Ms. Ritter agreed to provide a staff report on what has been accomplished. The vision statement should not require redoing the visual preference survey. Ms. Ritter felt that the process should indicate: the community's standing on gangs; does more energy needed to be committed in this area; etc. Town hall meetings should be held to allow new individuals to participate. Ms. Ritter indicated that the item, its budget and timeline will be brought back for direction. No formal action was taken.
- 6. DISCUSSION AND ACTION ON CITY MANAGER'S GOALS AND OBJECTIVES FOR THE FIRST REVIEW PERIOD (1-2708) Discussion indicated that the achievement plan for the Department

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Heads' goal-based merit permit is to be part of next year's goals and objectives. Mayor Masayko felt that the proposed plan for the first six months is rather compressed. More goals and objectives were listed than he felt should be. He preferred to see high level projects. He questioned the worth of \$250 projects. Supervisor Livermore moved to accept the City Manager's goals and objectives for the first review period as presented. Supervisor Williamson seconded the motion. Motion carried 5-0.

7. DISCUSSION ON CITY DONATIONS POLICY (1-2868) - Discussion emphasized the need for a policy to be developed and reviewed annually. The organizations and public need to be able to understand the policy. It should include a formal process. Ninety percent of the requests should be considered as part of the budget process. The process should include a procedure for hearing others during the year that had not been thought of during the budget process. Annual reports explaining how previously granted funds have been used are required as part of the budget process. Mayor Masayko felt that the door should not be closed on nonprofit organization's requests for \$200, \$300 or \$400 fee waivers made after the budget is set. Supervisor Livermore requested Ms. Ritter and staff discuss those occasions when nonprofit rental fees are waived to the point that they should be considered donations particularly when non-Carson City residents benefit. Mayor Masayko agreed that, if this loop hole is there, it should be fixed. Clarification indicated that the policy does not prohibit waivers but should establish a process to evaluate the requests and determine the feasibility of the request and the amounts allowed to be waived. Access to the Board should be granted so long as the process does not become burdensome and lengthy. Justification for stopping the Silver Dollar Car Classic was limned. Discussion indicated that such waivers must be done by resolution. Mayor Masayko indicated that next year's budget process will re-evaluate the waivers and determine the amount and number which should be granted. Last year a three percent cut was required of these nonprofit organizations. No formal action was taken.

OTHER MATTERS (1-3195) - Discussion ensued regarding protocol when a Board member has a question. It indicated that the Board Member should go to the staff member involved with items when questions arise. It is not necessary to meet with either the City Manager or Department Head first. It was also felt that the Board should take time to answer all questions during its meetings regardless of the schedule. Mayor Masayko felt that the session had been instructive and constructive.

There being no other matters for consideration, Supervisor Livermore moved to adjourn. Supervisor Aldean seconded the motion. Motion carried 5-0. Mayor Masayko adjourned the meeting at 12:45 p.m.

The Minutes of the August 26, 2003, Carson City Board of Supervisors workshop

| ARE SO APPROVED ON January 15 | _, 2004. |
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| <u>/s/</u> Ray Masayko, Mayor |          |

ATTEST:

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