

CARSON CITY BOARD OF SUPERVISORS

Special March 25, 2002, Budget Session

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A special budget session of the Carson City Board of Supervisors was held on Monday, March 25, 2002, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 6 p.m.

BOARD MEMBERS PRESENT: Ray Masayko Mayor
 Jon Plank Supervisor, Ward 2
 Robin Williamson Supervisor, Ward 1
 Pete Livermore Supervisor, Ward 3
 Richard S. Staub Supervisor, Ward 4

COMMISSIONERS PRESENT: Chairperson Jim Dunn, Vice Chairperson Stacy Wilke, and
 Commissioners Lou Cabrero; Donna DePaw; Larry Osborne;
 and Jon Plank

STAFF PRESENT: John Berkich City Manager
 Alan Glover Clerk-Recorder
 David Heath Finance Director
 Daren Winkelman Health Director
 William Naylor Information Services Director
 Sally Edwards Librarian
 Steve Kastens Parks and Recreation Director
 Mark Forsberg Chief Deputy District Attorney
 Tom Minton Deputy Finance Director
 Scott Fahrenbruch Parks Superintendent
 Barbara Singer Recreation Superintendent
 Verne Krahn Parks Planner
 Raymont Saylo Lieutenant
 Katherine McLaughlin Recording Secretary
 (S.B.O.S. 3/25/02 Tape 1-0001)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the budget request and supporting documentation. Staff members present for each Department and any other individuals who spoke are listed immediately following the item heading. 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 6 p.m. Roll call was taken. The entire Board was present, constituting a quorum. Mayor Masayko led the Pledge of Allegiance. Parks and Recreation Director Steve Kastens took roll of the Commission. A quorum of the Commission was present although Commissioners Martel and Simms were absent.

CITIZEN COMMENTS FOR THE BOARD OF SUPERVISORS (1-0035) - Tom Quigley asked that the zone change for Deer Run Road/Ambrose Nature Area be agenized for the next Parks and Recreation Commission meeting or as soon as is possible. He also asked the Board to advise him if the Ambrose area is still the proposed site for the fairgrounds. He felt that the BLM had pulled it from consideration. He alleged that there had been a joint meeting between BLM and City staff. As the item had not been agenized for

discussion by the Board, Mayor Masayko directed staff to respond to Mr. Quigley's question. No formal action was taken. Additional comments were solicited but none given.

CITIZEN COMMENTS FOR THE PARKS AND RECREATION COMMISSION (1-0053) - None.

DISCUSSION AND POSSIBLE ACTION ON FISCAL YEAR 2002-03 BUDGET MATTERS PREVIOUSLY CONSIDERED AT PUBLIC HEARINGS REGARDING THE FOLLOWING:

A. RECREATION (1-0059) - Parks and Recreation Director Steve Kastens thanked the Board for the support given to the CIP program on Monday evening and indicated that the Commission had participated in the establishment of the Department's budget. He also thanked staff for its work on the budget booklet which had been distributed to the Board prior to the meeting. (A copy was not given to the Clerk.) The new section on the Open Space Program was noted. Open Space Manager Juan Guzman had participated in its preparation.

B. PARKS MAINTENANCE (1-0092) - Parks Superintendent Scott Fahrenbruch - Board discussion explored the need to continue the part-time hourly/seasonal positions. Supervisor Plank supported the position and placed it on the ongoing wish list. Chairperson Dunn's analysis of the economic impact of recreational activities to Carson City for the April through September tournaments was distributed to the Board and Clerk. (A copy is in the file.) Mr. Fahrenbruch briefly highlighted it. The supplemental request for a seasonal position included the duties of helping to market the recreational areas as well as continuing recreational support. Commissioner Osborne explained his contact with Chairperson Dunn, the term "roll over effect", and the estimate that a tourist's funds are rolled over between four and seven times. They had used five times in the calculations. He encouraged continuation of the position with one shot funding if on-going funding is not available. Supervisor Plank placed it on the ongoing wish list. He also asked that it be placed on the one-shot funding wish list if it does not receive ongoing funding. Supervisor Livermore suggested that the item be taken to the Convention and Visitors Bureau for funding. Mayor Masayko indicated his intent to do so.

Discussion ensued on the need to increase the line item for water at Mills Park. Mills Parks and Governors Field are to begin using reclaimed water in 2003. The parks in the Northridge Subdivision may go on reclaimed water this summer. Comments indicated there may be a savings within the Department's budget. Finance Director David Heath indicated that this item should have been considered by the Internal Finance Committee, however, there was a misunderstanding about it. The item should be built into the base budget. Mayor Masayko agreed.

Board discussion indicated the Parks line item for ongoing park repair and maintenance should be automatically included within the budget. Its justification was based on the Department's inability to control the addition of parks created by the Residential Construction Tax program. Mr. Berkich agreed that the Internal Finance Committee should have included it. Mayor Masayko complimented Internal Finance on its attempt to hold the line on expenses but felt that items similar to this should be automatically included. Mr. Heath explained that Capital Project budgets are rolled over into the next fiscal year but not the operating expenses. Mayor Masayko clarified his direction to Internal Finance as being that the funding for the first year should come from the budget savings but the second and future years should be included within the budget.

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C. ADMINISTRATION (1-0340) - Parks Planner Verne Krahn - Discussion described the supplemental request for the intern program and its funding. Supervisor Williamson placed the program on the one-shot wish list and explained other areas where the intern could assist. Supervisor Livermore also supported the program and explained the need for someone to perform community relations duties. The proposal for Carson City and BLM to jointly fund an urban interface ranger position and his/her duties were limned. Board comments expressed concern that the BLM may not assist with the funding. Mr. Kastens felt that the position could become a part-time relief position and described how this would still provide relief for the full-time position. He had not discussed the possibility of putting the funds with the Sheriff's and having a Deputy Sheriff perform the duties on a year-round basis. Supervisor Williamson felt that the concept was creative and placed it on the ongoing wish list. Mayor Masayko encouraged Mr. Kastens to consider other alternatives. Mr. Kastens then prioritized all of the supplementals with the top priorities being the seasonal maintenance workers for Mr. Fahrenbruch and the intern being third.

Mayor Masayko thanked the Commission for its dedication and efforts. Discussion also indicated that the playground equipment had been included within the budget's permanent funding items by the Internal Finance Committee. Supervisor Livermore requested a listing of the parks maintained by the City, the equipment located at each, the age of that equipment, and the replacement/upgrade plans for that equipment. Mr. Kastens explained that Mr. Fahrenbruch had a five-year replacement program and that he would submit a copy to the Board.

Public comments were again solicited but none given.

ADJOURNMENT OF THE PARKS AND RECREATION COMMISSION (1-0659) - Commissioner Cabrera moved to adjourn. Commissioners Wilke and Osborne seconded the motion. Motion carried 7-0. Chairperson Dunn adjourned the Parks and Recreation Commission at 6:40 p.m.

RECESS: A recess was declared at 6:40 p.m. The entire Board was present when Mayor Masayko reconvened the meeting at 6:45 p.m., constituting a quorum.

D. CEMETERY (1-0678) - Parks and Recreation Director Steve Kastens; **E. INFORMATION SERVICES (1-0796)** - Director William Naylor, City Manager John Berkich, Health Director Daren Winkelman; **F. LIBRARY (1-1275)** - Director Sally Edwards, Finance Director David Heath, Library Trustee Vice Chairperson Barney Diehl, Trustee Leslie Daniel; **G. PERSONNEL (1-1818)** - City Manager John Berkich, Finance Director David Heath; **H. CLERK-RECORDER AND I. DISTRICT COURT CLERK (1-2315)** - Clerk-Recorder Alan Glover and Chief Deputy District Court Clerk Colleen Glover; **J. CITY MANAGER'S OFFICE** - John Berkich, Health Director Daren Winkelman, Administrative Assistant Liz Teixeira, Information Services Director William Naylor, - Staff discussed the budget and supplemental requests with the Board including the efforts to obtain donations/support to match a grant to repair/restore the Union Civil War Statute at the cemetery. Supervisor Staub volunteered to assist with the search for donations to match the grant to repair/restore the statute. Mayor Masayko suggested that the City match the funds and repay them when donations are obtained. Supervisor Livermore suggested that an adopt the cemetery program or a similar program be undertaken. Discussion included the staffing level at Information Services since 1992; its training and personnel need; the reasons the General Fund is not assessed fees for General Fund services while the Enterprise Funds are; whether automation services have increased the public's accessibility and

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reduced personnel costs; the SPAN program and the City Manager's five year plan that include laptops for the Board which may reduce the amount of paper given to the Board for its meetings; the Sheriff's plan to acquire 40 more PCs; suggested that the Library request for additional staff and hours be handled in an incremental fashion; the amount of funding in the budget for training including the use of CQI funds for training; the State prisons' use of the City library; the different library functions found at the seven libraries in the community; suggested seeking a library tax override; the suggestion that the Library relocate to the Community Center which would provide additional space, a better experience for the users, and may help expand the library programs; the reserve insurance program, the City's ability to become self-insured, and the proposal to use the reserve fund to pay a larger portion of the retired employees' insurance premium; the employee and retired employees' insurance programs and the amount subsidized by the City; the insurance programs available for private industry employees; the recruitment for a new Human Resources Director; reasons Administrative Office of the Courts (AOC) will not fund the court case management program even though they are mandating it; the support "AOC" has given the City in the past which the Board acknowledged; the need for the court system to be able to interface with the Sheriff's program, the District Attorney's program, etc.; the Public Information Team's (PIT) request for funding to print the City's annual report, its speakers' bureau brochure, the electronic communication center, and video/communication materials; the need to establish a mailing list for the annual report; the ability to access it on the website; and the need for a communications strategic plan.

(1-0910) Mayor Masayko indicated that he had been contacted by a local individual who is interested in being the City's radio technician for the same funding level as that being given to Sierra Electronics. (1-1069) Supervisor Williamson asked for a report showing whether computers/automation actually reduced personnel costs or made the City more efficient. (1-1174) Mr. Berkich supported developing this report as it would provide accountability to the public. It may not show the number of positions which were never requested as a result of automation. Mayor Masayko noted for the record that both Lt. Raymont Saylo and Health Director Daren Winkelman were present. (1-1500) Mayor Masayko and Supervisor Livermore directed Mr. Berkich to review the training and travel budget and make it more equitable across the board. (1-1800) Mayor Masayko thanked the Library Board of Trustees for their service to the community and expressed his desire to see its strategies for the future. (1-2095) Mayor Masayko urged staff to find ongoing funding for increasing the City's share of the retiree's insurance premium and not take it from the reserves. He also opposed using one shot funds for this purpose as the funding may not be available for either the proposed increase next year or this year's increase. Supervisor Livermore suggested that a portion of the employee's sick leave be used to pay the insurance premium when they retire rather than allow them to cash in all of the sick leave. Sparks purportedly has a similar program. Mr. Berkich explained that the cafeteria of programs will be analyzed again next year. (1-2305) Mayor Masayko felt that the retirees should count on the increased City subsidy for health insurance this year and that the Board will have to make the tough decisions regarding it before next year. Mayor Masayko congratulated PIT on the City's annual report. (1-3050) Supervisor Plank stressed the need to do additional videos to illustrate what the City is doing and to get its message out over Channel 26. Mr. Berkich limned the contract changes that were developed in the new contract with CATF which will increase the programs on Channel 26. The programming is to include interactive programs in addition to more first run items. Board comments also indicated that the quality of the programs needs to be considered as well as the elimination of the policy to terminate in the middle or show only a small portion of a meeting. Mr. Winkelman, as a member of the CATF Board, committed to doing everything he could to increase the quality and quantity of the CATF programs.

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Mayor Masayko placed the following items on the one shot wish list: (1-782) matching funds for the repair/restoration of the Civil War Statute at the cemetery; the Information Service's request for technical support with the suggestion that Mr. Naylor look at contracted assistance; \$7,675 for library training; (1-1950) \$5,350 for training on organizational development concepts; \$50,000 for the court case management program; and \$13,000 for a contracted person to scan court records and agreed to consider other alternatives if this does not work. (1-1042) Supervisor Plank placed \$55,100 for information services personnel needs on the ongoing wish list. Supervisor Williamson placed \$40,000 for one librarian on the ongoing wish list and (1-3197) \$10,000 for the PIT program on the one shot wish list. (1-1660) Supervisor Livermore placed \$50,000 for books and material for the library on the one shot wish list.

(1-3277) Mayor Masayko asked that the new sales tax figures be provided for Thursday's meeting. Supervisor Livermore also asked that the one shot and on-going wish lists be provided tomorrow if possible. He also asked that the options be included on the reverse side with a listing of the franchise fees and options for them. Mayor Masayko asked that the franchise information include whether the Board must implement the entire increase at one time or if it could be done in increments. Discussion indicated that Washoe County's agreements allow it to increase its fees every two years. It was felt that Carson City should be able to do the same thing. Negotiations will include this idea. Mayor Masayko suggested that the Board not make a decision on the franchise fees until after it is determined what has not been funded. At that time an increase should be considered as they will be considered a tax by the users. Discussion also noted that the meeting will start at 6:30 p.m. Additional request should not be presented at that meeting.

(1-3409) Mr. Heath explained his research into active employee dependent care provided by the surrounding communities. The School District does not provide any subsidy for it. The State provides a 30 percent subsidy. Washoe and Douglas Counties and the City of Reno pay 50 percent. Sparks pays 100 percent. Carson City pays 50 percent. The Ambulance Fund is charged \$133,000 for its use of the dispatch system. This is based on a total of 5,000 calls out of the 30,000 calls received. Discussion pointed out that the ambulance emergency calls have more complexity, extent, and time. The Sheriff's perception is that this service uses between 40 and 60 percent of Dispatch's time. The Tiburon system will provide better statistics for use next year in determining the involvement. Supervisor Plank felt that a more definitive report should be developed based on an actual survey and time measurement rather than perceptions.

There being no other matters for discussion, Supervisor Williamson moved to adjourn. Supervisor Plank seconded the motion. Motion carried 5-0. Mayor Masayko adjourned the meeting at 9 p.m.

The Minutes of the Special March 25, 2002, Carson City Board of Supervisors Budget Session

ARE SO APPROVED ON July 3, 2002.

/s/
Ray Masayko, Mayor

ATTEST:

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/s/

Alan Glover, Clerk-Recorder