

CARSON CITY CHARTER REVIEW COMMITTEE

Minutes of the March 30, 2010 Meeting

Page 1

A regular meeting of the Carson City Charter Review Committee was scheduled for 5:30 p.m. on Tuesday, March 30, 2010 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Donna DePauw
Vice Chairperson Ernie Adler
Member Stephen Lincoln
Member Chris MacKenzie
Member Gail Parsons
Member Bruce Robertson

STAFF: Larry Werner, City Manager
Melanie Bruketta, Chief Deputy District Attorney
Janet Busse, City Manager's Office Supervisor
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1 - 2. CALL TO ORDER AND ROLL CALL (1-0007) - Chairperson DePauw called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Vice Chairperson Allen was absent.

3. ADOPTION OF AGENDA (1-0017) - Mr. Werner explained the effort to attain standard governance with all of the Board of Supervisors' advisory boards, commissions, and committees. He provided background information on the method by which agendas are developed, and the purpose of this item. In response to a question, he explained that any committee member or citizen can request to agendize an item through the City Manager's Office. A draft agenda will be reviewed by the committee chair prior to being published. Following a brief discussion, **Member Adler moved to approve the agenda. Member MacKenzie seconded the motion. Motion carried 6-0.**

4. PUBLIC COMMENTS AND DISCUSSION (1-0088) - None.

5. INTRODUCTION OF MEMBERS (1-0101) - At Chairperson DePauw's request, the committee members introduced themselves and named the elected official by whom they were appointed.

6. DISCUSSION AND ACTION TO SELECT A CHAIR AND VICE CHAIR (1-0160) - Chairperson DePauw entertained nominations for chair. Member Lincoln nominated Donna DePauw as chair and moved to close nominations. Chairperson DePauw called for additional nominations and, when none were forthcoming, a vote on the pending nomination. Nomination carried 6-0. Chairperson-elect DePauw entertained nominations for vice chair. Member Lincoln nominated Ernie Adler. Member MacKenzie seconded the nomination. Chairperson DePauw called for additional nominations and, when none were forthcoming, a vote on the pending nomination. Nomination carried 6-0.

CARSON CITY CHARTER REVIEW COMMITTEE

Minutes of the March 30, 2010 Meeting

Page 2

7. REVIEW AND DISCUSSION OF THE NEVADA OPEN MEETING LAW (1-0191) - Ms. Bruketta referred to District Attorney Neil Rombardo's Open Meeting Law presentation which was held earlier in the afternoon. Ms. Bruketta referred the committee members to the Nevada Attorney General's website for the Open Meeting Law handbook. She emphasized the importance of sticking to the agenda and avoiding e-mail and serial communications among committee members. She cautioned the committee members against using e-mail or the telephone to discuss any committee matter. She offered to be available by telephone to answer committee member questions.

Mr. Werner advised that the City Manager's staff serves this committee. In consideration of replying to e-mail communication from the City Manager's or District Attorney's offices, he cautioned the committee members against replying to all the addresses on the e-mail distribution list. He and Ms. Bruketta responded to questions of clarification relative to committee member questions of City staff. Mr. Werner further cautioned the committee members that all committee business is a matter of public record. In response to a question, Ms. Bruketta advised the committee members to contact the City Manager's Office with agenda items. Mr. Werner cautioned against committee deliberation following public comment.

8. REVIEW AND DISCUSSION ON THE PROCESS FOR THE CHARTER REVIEW COMMITTEE (1-0355) - Mr. Werner provided background information on the purpose of this item, and proposed a community advertising campaign to solicit agenda items for consideration. He advised of a recent presentation, by City officials, to the Legislature as consideration is being given to "more charter cities and ... counties." He suggested soliciting community input over a thirty-day period, and scheduling the next committee meeting for May 25th. Discussion followed, and Mr. Werner advised that the City will, once again, have only one bill draft request to submit to the Legislature. In response to a question, he explained the process for submitting the committee's recommendations to the Board of Supervisors; from the Board of Supervisors to the Legislature. Member Lincoln advised of the committee's joint meeting with the Board of Supervisors to present recommendations.

In response to a question, Mr. Werner requested the committee members to begin providing items for discussion at future committee meetings. He and Ms. Bruketta responded to questions regarding time lines associated with agenda preparation and distribution. In response to a further question, Mr. Werner reiterated direction for the committee members to contact the City Manager's Office with agenda items. City Manager's staff will, in turn, contact the chair and the draft agenda will be sent to the committee members prior to publication. In response to a question, Ms. Busse advised that posting the agenda five days in advance of the meeting is ideal.

In response to a question, Ms. Busse referred to the 2008 Charter Review Committee table of actions which was included in the agenda materials. In response to a comment, Ms. King explained the process for retaining the committee's meeting minutes as part of the official record. In response to a question, Ms. Bruketta advised that the committee is comprised of nine members; five members constitute a quorum. Chairperson DePauw discussed the importance of committee members' faithful attendance at meetings. In response to a question, Ms. King advised that committee meetings are scheduled on the last Tuesday of each month, beginning in March and ending in June.

CARSON CITY CHARTER REVIEW COMMITTEE

Minutes of the March 30, 2010 Meeting

Page 3

- 9. ACTION TO ADJOURN** (1-0790) - Member MacKenzie moved to adjourn the meeting at 6:15 p.m. Member Lincoln seconded the motion. Motion carried 6-0.

The Minutes of the March 30, 2010 Carson City Charter Review Committee meeting are so approved this 20th day of May, 2010.

DONNA DePAUW, Chair