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A joint meeting of the Carson City Board of Supervisors and the Carson City Parks and Recreation Commission was held at 6:00 p.m. on Tuesday, March 7, 2000 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

BOARD OF SUPERVISORS: Mayor Ray Masayko

Supervisor Robin Williamson, Ward 1

Supervisor Jon Plank, Ward 2 Supervisor Pete Livermore, Ward 3 Supervisor Kay Bennett, Ward 4

PARKS AND RECREATION Chairperson John Simms

COMMISSION: Vice Chairperson Glen Martel

Commissioner Jim Dunn Commissioner Ken Elverum Commissioner Stacie Wilke Commissioner Charles Wright

CITY STAFF: John Berkich, City Manager

David Heath, Finance Director

Mark Forsberg, Chief Deputy District Attorney Steve Kastens, Parks and Recreation Director Barbara Singer, Recreation Superintendent Mitchell Ames, Recreation Supervisor Scott Fahrenbruch, Parks Superintendent Larry Nair, Facilities Maintenance Director William Naylor, Information Services Director

Scott Royal, GIS/PC Coordinator, Information Services

Sally Edwards, Library Director

Tracy Haakinson, Deputy Director/Administration, Library

Walter Sullivan, Community Development Director Rob Joiner, Principal Planner, Community Development

Terry Drake, Management Assistant III, Community Development

Dan St. John, Deputy City Manager

John Flansberg, Streets Operations Manager

Kathleen King, Recording Secretary

(BOS/PRC - Budget 03/07/00; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Mayor Masayko. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0005) - Mayor Masayko called the meeting to order at 6:00 p.m. Roll call was taken; a quorum was present. Supervisor Bennett arrived at 6:10 p.m.

PLEDGE OF ALLEGIANCE (1-0015) - Mayor Masayko led the pledge of allegiance.

COMMENTS FROM BOARD/STAFF (1-0025) - Mayor Masayko solicited comments regarding any unfinished business from the previous evening's meeting; none were provided. Mayor Masayko noted that the District Attorney had provided a detailed spreadsheet on the health insurance compensation and labor overhead, as requested.

CITIZENS COMMENTS ON NON-AGENDIZED ITEMS (1-0034) - None.

CALL TO ORDER AND ROLL CALL OF THE PARKS AND RECREATION COMMISSION (1-0040) - Chairperson Simms called the meeting to order at 6:07 p.m. Roll call was taken; a quorum was present. Commissioners Cabrera and Osborne were absent.

PUBLIC HEARINGS CONCERNING THE FISCAL YEAR 2000-01 BUDGET; DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

PARKS AND RECREATION

Recreation
Community Center
Park Maintenance
Facility Maintenance
Quality of Life Capital
INFORMATION SERVICES
LIBRARY
PERSONNEL
CITY COMMUNITY TRANSPORMATION

CARSON CITY COMMUNITY TRANSPORTATION DEVELOPMENT SERVICES

Community Development Development Engineering Vehicle Maintenance Regional Transportation Street Maintenance

PARKS AND RECREATION (1-0047) - Mr. Kastens provided a brief overview of the budgets to be presented.

RECREATION (1-0065) - Ms. Singer reviewed the supplemental request for funding a Middle School Theater Apprenticeship Program, including details of the program, benefits to the participants, and a grant request to the Nevada Arts Council for funding assistance. Supervisor Plank discussed his concern over confining the program to "at risk" children, and Ms. Singer assured the Supervisors that the program is open to children other than those considered "at risk." In response to a question, Ms. Singer advised that the salary indicated would be paid to Nathan Walker, a previous coordinator of the theater apprenticeship program. Funds previously provided by JOIN are not available this year. Twenty-five children will be involved in the program. Supervisor Williamson inquired as to coordination of this program with the Brewery Arts Center's summer program, and Ms. Singer advised that Mr. Walker is coordinating both programs. Discussion ensued regarding an alternative funding source, and Chairperson Simms suggested that Ms. Singer consider school requirements for community service when recruiting participants for the

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program. Mayor Masayko approved \$5,853 for the first cut list.

Ms. Singer reviewed an additional supplemental request for special events revenue and expenditure line items. She acknowledged that the revenues would be generated by fund raisers, and that the request includes a provision that unexpended funds would be carried over to the next fiscal year. Mayor Masayko requested that the City Manager and staff accommodate the request.

COMMUNITY CENTER (1-0200) - Mr. Ames reviewed the supplemental request for a contract grant writer. Mayor Masayko suggested recruiting a grant writer who is willing to work on a "results basis". Supervisor Plank pointed out that in many instances, grants do not provide for payment of the grant writer's fee. He directed that the amount requested, or some portion of it, be placed on the first cut list.

Ms. Singer advised that she had spoken with the school district's grant writer, at the suggestion of Commissioner Wilke, and was informed that \$1.4 million in grant funding was awarded last year. Fortynine percent of that amount (\$695,000) represented awards from competitive grants. Sixteen new grants were written, ten of which were competitive, and seventy percent of those were awarded. Ms. Singer explained that the school district's grant writer works for the whole district, and suggested that a similar arrangement could be made to benefit the entire City. Commissioner Wilke commented on Douglas County's arrangement with one grant writer to ensure that county departments are not competing for the same grants. She acknowledged that the Carson City School District's grant writer is a full-time employee with additional responsibilities.

Supervisor Bennett concurred with placing the request on the first cut list, and commented on the importance of the investment to the entire City. Mayor Masayko suggested partnering with the School District on a strategic level. Supervisor Livermore concurred with the idea of a grant writer who is paid after grants are secured. Mr. Berkich advised of recent discussions with a contract grant writer and acknowledged that a proposal will be submitted to the Board of Supervisors for review in the near future.

PARKS (1-0315) - Mr. Fahrenbruch reviewed the supplemental request for an increase in the seasonal workforce by two positions. The staff for these positions would provide maintenance for Long Ranch Estates, including Long Ranch Park and the three phases of open space. He advised that since the budget was prepared, a memorandum from Mary Walker was sent to Mr. Berkich with a copy to the Board, outlining the justification for using fuel tax revenues to fund maintenance of right-of-way landscaping. The Streets Operations Manager has the option, and has agreed, to provide funding from fuel tax revenues for two seasonal positions for July, August, and September of the upcoming fiscal year, and for two positions the following fiscal year to be ongoing positions. The staff for these positions would maintain the downtown beautification landscaping, Saliman Road landscaping, Gardengate Estates, and the Graves Lane Extension Project landscaping, thus freeing up existing Parks personnel to maintain the Long Ranch Park, Long Ranch open space, and Mayor's Park.

Mr. Fahrenbruch advised that staff would like to withdraw all requests for additional funding from the general fund and utilize fuel tax funding for additional hourly personnel or seek contract labor to maintain the street landscaping. The contract labor cost would be compared, by price quote, with in-house costs for seasonal labor to maintain the same sites. Mr. Fahrenbruch explained the cost allocation for the upcoming fiscal year and for the next fiscal year. He acknowledged the commitment on the part of the Streets

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Department for one seasonal position for the upcoming fiscal year, and two seasonal positions for the next fiscal year at a cost of \$10,000 this year and \$20,000 next year. Discussion ensued regarding the funding source, and the need to continue to seek funding sources for maintenance of future projects.

At the request of Supervisor Williamson, Mr. Fahrenbruch explained ongoing negotiations with the Long Ranch Estates developer, discussed recent seeding of wild flowers and grass, and advised of the need for manpower to address weed control issues. With regard to Long Ranch Park, punch lists and inspections have been reviewed with the developer, and the City will be taking over maintenance of the park in April. Mr. Kastens discussed the development plan and the disadvantage of not having the residents present to assist in park planning. He emphasized that the Parks Department had not accepted any areas until a determination was made that the developer had complied with the plans. He acknowledged that he and Mr. Fahrenbruch have made the commitment to work with the residents toward a solution.

Chairperson Simms commented on the "amazing job" done by the Parks Department with the available resources. He compared Carson City's athletic complexes to other communities and expressed the opinion that the maintenance is second to none. He concurred with the need to identify additional funding sources.

With regard to Long Ranch Estates, Supervisor Bennett suggested that the homeowners may want to establish a special assessment district for maintenance of their neighborhood. She included the Silver Oak and Northridge subdivisions in her suggestion. Supervisor Plank pointed out that as the parks in these subdivisions are City parks and not exclusive to the neighborhoods, assessing the residents would be inequitable. Supervisor Livermore provided historical information on the Long Ranch development plan, and discussions regarding formation of a homeowners association at the time it was presented for approval to the Parks and Recreation Commission. Supervisor Bennett pointed out that the homeowners are directly benefitted by the neighborhood parks which enhance property values as a result of beautification of the area. She invited the Long Ranch Estates homeowners to consider a homeowners association or special assessment district to ensure their subdivision will be maintained to their standards.

Mayor Masayko solicited public comment.

(1-0728) - Nannette Moffett-Crow, a resident of Long Ranch Estates, displayed photographs of the subject areas. She expressed appreciation, on behalf of the residents, for the opportunity to address the problem. She provided historical information about the problem, and advised that Mr. Fahrenbruch had invited her to the Parks Department to review the developer's landscaping plans. She requested a neighborhood meeting at that time, and referred to a signature sheet contained in the agenda materials, together with letters from several residents, and copies of photographs which she reviewed. She discussed safety issues, fire hazards, declining property values, and the aesthetic nuisance.

Mayor Masayko pointed out that there appear to be two issues: the design for a park setting and the design for open space. He discussed the acceptance by the City of the first development phase, and the difference in subsequent phases. He asked the residents to be aware of the difference between the open space and the landscaped areas, and suggested that a meeting between City representatives and the residents be scheduled to discuss the perceptions and expectations. He pointed out that Long Ranch Estates was one of the first projects which had landscaping and open space designed into the subdivision by the developer. City staff has since learned from the experience. Mr. Berkich acknowledged that, together with Mr. Kastens and Mr.

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Fahrenbruch, a meeting would be scheduled with the Long Ranch Estates residents within the next two weeks to identify the issues and work toward a solution.

Mr. Fahrenbruch discussed the request for additional manpower which was submitted during last year's budget process and subsequently unfunded. He pointed out that with the two seasonal positions which will be assigned maintenance of the area, he is looking forward to seeing the area improved. Mr. Kastens described the location of the park and the open space in relation to phases two and four, and discussed changes made by the developer at the request of a phase four resident. City staff attempted to negotiate the same changes for the phase two residents; however, the developer was not willing to cooperate.

At the request of Supervisor Livermore, Ms. Moffett-Crow explained the wishes of the phase two residents, as follows: bark, shrubs and trees on the north end of Thames similar to that which is at the south end of Thames. This would provide continuity and a "manicured" look with less maintenance.

(1-1052) - Gary Reba, a resident of Long Ranch Estates, compared the subdivision to Silver Oak and discussed his understanding, at the time of purchasing his home, that the landscaping would be maintained. He disagreed with Supervisor Bennett's suggestion of a homeowners association because this was not a condition of purchase.

Supervisor Bennett clarified her suggestion for a special assessment district, and Mr. Reba expressed further disagreement because the subject was not raised when he purchased the home. He reiterated that he would be unwilling to begin paying an assessment now. Supervisor Livermore pointed out the need to identify funding and resources that are not already allocated to other City parks. He encouraged the residents to consider the entire park system.

(1-1231) - Guy Farmer, a resident of Long Ranch Estates, commended Mr. Kastens and Mr. Fahrenbruch on their cooperation with the residents. He expressed understanding for the challenges faced by the Parks Department with regard to budget issues, and appreciation for staff's attempts to identify funding sources to resolve the situation. He emphasized that the Long Ranch Estates residents are not asking for special treatment, and expressed further appreciation for Mr. Kastens and Mr. Fahrenbruch continuing to meet with the residents to resolve the situation. He expressed the opinion that the Supervisors need to hold the developer responsible for promises made, and disagreed with Supervisor Bennett in that the park is for use by all citizens not just the residents of Long Ranch Estates. He thanked the Board and staff for their efforts in resolving the issues.

(1-1293) - John Vettel, a resident of Long Ranch Estates and a real estate agent, advised that some of the prospective buyers he has taken through the area have commented on the weed problem. He believes that the problem does affect the property values in the area, and expressed appreciation for the efforts to resolve it.

(1-1309) - George Kirk, a resident of Long Ranch Estates, discussed his concerns over the fire/safety hazards posed by the weeds.

Mayor Masayko reiterated that within two weeks, staff will have contacted Ms. Moffett-Crow to schedule a meeting to identify the issues and resolve them. Supervisor Livermore requested that the Parks staff

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evaluate the Silver Oak, Hidden Meadows, and Northridge subdivisions to determine maintenance costs once these projects are turned over to the City. Mr. Fahrenbruch concurred and agreed to provide a 5-6 year projection.

Chairperson Simms advised that in his two and a half year tenure as a Parks and Recreation Commissioner, he has never heard of the problem expressed by the Long Ranch Estates residents. Mayor Masayko invited a commissioner to be in attendance at the meeting between City staff and the residents.

Supervisor Williamson commented that her experience with the Parks Department maintenance staff has always been excellent; that they have always been very responsive. She pointed out that there are legal constraints prohibiting staff from addressing areas over which the City has no control. She assured the citizens that the Board and staff will make the best effort to meet the needs of all the citizens in Carson City "regardless of their zip code."

QUALITY OF LIFE - PARKS CAPITAL (1-1496) - Mr. Kastens referred to the supplemental request to increase funding for the Centennial Park project, the Community Center stage project, and Mills Park. He reviewed the request justification, and explained that Centennial Park is in need of immediate improvements to mitigate the impact of the growing number of users. The proposal to increase funding was developed in conjunction with the Softball Association, and the funding will be allocated from the "Ending Fund Balance, Unreserved - Parks Capital" category. Discussion ensued with regard to the construction time frame for the gymnasium. In response to a question, Mr. Kastens advised that the open space account currently contains \$2.1 million. Board consensus was to allow augmentation of the capital items from the Quality of Life fund.

FACILITIES MAINTENANCE (1-1634) - Mr. Nair reviewed his supplemental requests, including salary upgrades for a Building Maintenance Worker and a Skilled Trades Technician. He explained that these employees have been with his division for a number of years and have continued to do an excellent job. In the past, he has been able to underfill positions which resulted in promotions being "built in." In recent years, however, positions have been funded just enough to fill them. His request for funding is for promotions which are "richly deserved" by these two employees. Mayor Masayko thanked Mr. Nair for presenting this request. Supervisor Bennett requested that the item be placed on the first cut list.

Mr. Nair reviewed supplemental request number 2, to increase the operating supplies line item by \$18,000. He advised that a majority of the expense associated with this request is for the Public Safety Complex, and explained that the use of chemicals and supplies has increased beyond what he was able to foresee. Clerk-Recorder Alan Glover has volunteered some funding to assist with this, and Mr. Nair advised that a revised figure would be submitted at a later date. Discussion ensued with regard to the reason that this item was not included as an operating cost in the regular budget, a cost accounting program for facilities maintenance, and the possibility of various departments including maintenance in their budgets. Mr. Kastens explained that there was a time when individual departments budgeted for facilities maintenance; however, the funding was repeatedly allocated to other areas. Therefore, the funding was consolidated back to facilities maintenance. Consensus of the Board was to defer a decision on this request until Mr. Glover makes a determination as to how much assistance he can provide.

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Mr. Nair reviewed his third supplemental request, and discussed the need for additional manpower and materials. Mayor Masayko inquired as to the possibility of outside contracting, and Mr. Nair indicated his willingness to consider this option. He advised the Board that there are facilities which are presently maintained by outside contractors; however, the staff of these facilities have advised of their dissatisfaction with the service and requested that Mr. Nair resume the responsibility. He has had to deny the requests because of a lack of funding. Supervisor Plank commented on his experience with contract janitorial service, and expressed a concern over security for sensitive areas such as the Dispatch Center and the Juvenile Probation Annex. In response to a question, Mr. Berkich advised that separate budgets have not been developed for the Dispatch Center and the Juvenile Probation Annex because maintenance for these facilities is still included in the respective departmental budgets. Supervisor Livermore inquired as to utilizing alternative sentencing personnel to generate savings, and Mr. Nair pointed out the disadvantages he has experienced in the past.

Supervisor Bennett commended Mr. Nair and his staff, and acknowledged the heavy workload carried by the Facilities Maintenance Division. She pointed out the dysfunctional camera behind the dais and the missing camera on the east wall of the Sierra Room, and requested these items be addressed. Mr. Kastens assured her that he would contact Mr. Swope of CAT-10 to attend to the matter.

Mayor Masayko requested that \$11,685.00 be placed on the first cut list for one-shot funding. He encouraged Mr. Nair to consider outside contractors because of the increasing costs of overhead and labor.

Chairperson Simms expressed appreciation for the opportunity to serve the community and the Board of Supervisors. He solicited questions and comments from the Board, either orally or in writing, as to how the Commission could better serve the community, and discussed the qualities of the current Commissioners. Mayor Masayko commented on the very important function of the Commission in handling the day-to-day, week-to-week contacts with Parks and Recreation staff, developers, the public, etc. He thanked the Commission for their service to the community and to the Supervisors. Supervisor Livermore expressed appreciation for the responsibility and dedication of the Commissioners. He discussed the need for continuity in meeting dates for the benefit of the public. Supervisor Plank commented that each of the Commissioners are, and each of their predecessors have been, very diligent, conscientious and dedicated individuals; that it has been a pleasure to serve with each of them.

PARKS AND RECREATION COMMISSION ADJOURNMENT (1-2197) - Commissioner Martel moved to adjourn the Parks and Recreation Commission. Commissioner Wright seconded the motion. Motion carried unanimously.

Mayor Masayko recessed the meeting at 8:05 p.m. and reconvened the meeting at 8:20 p.m. A quorum of the Board of Supervisors was present.

INFORMATION SERVICES (1-2212) - Mr. Naylor reviewed the supplemental request to establish a Geographic Information System ("GIS") Division. Mr. Royal provided information on the initial structure of the GIS and discussed accomplishments since 1996, including consolidation of CAD data; development of parcel and zoning code data sets; installation of GIS hardware and software for various City departments; development of street center lines data; and digitization of sidewalks, planters, decks, streets, pavement edges, etc. An update project was done in 1998 which enables GIS staff to view digital photographs and

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measure growth in the City. In addition, Mr. Royal negotiated a contract with Nevada Bell wherein the City provides GIS data in exchange for Nevada Bell paying for the data set, and providing transmission lines to and photographs of Marlette Lake for an indication of City growth. Additionally, GIS staff has developed mapping capabilities to assist law enforcement personnel in developing crime scene reports. Mr. Royal displayed sample photographs which can be used in court to provide a better understanding of a crime scene. He displayed sample schematics from the zoning and parcel coverage data sets. GIS staff has also been providing support for engineering services.

Mr. Royal discussed shortcomings with the current structure, including a delay in bringing other facilities to completion. He referred to the Executive Overview included in the agenda materials and reviewed additional difficulties in establishing the GIS Division. He advised that support for a GIS Division has been expressed by the GIS and Data Processing Committees, the Streets Department, Development Services, Utilities, and a majority of other City departments. He referred to the GIS Product/Service Matrix included in the agenda materials, reviewed the benefits of a full-time GIS Division, and the costs of the same. He reviewed the proposed funding sources (Attachment B), and compared the staffing of the proposed GIS Division to that of Las Vegas, Clark County, Reno, Washoe County, and North Las Vegas.

Discussion ensued with regard to staffing requirements and networking capabilities, maps developed for the Open Space Advisory Committee by a private contractor, and maps developed for the Carson River Advisory Committee by GIS staff. Supervisor Williamson requested that \$11,454.39 be added to the first cut list. In response to a question, Mr. Naylor explained the need for in-house spatial data with regard to the land mass of Carson City and development of the same. This includes utilities, modeling water and sewer flows, responding to natural disasters, etc. The City is a major user of the spatial data, and the data is provided free-of-charge to anyone working on a City contract and to any private citizen. In some cases, the data is sold with a minimal return to the City.

Mr. Berkich commented that the GIS represents the future with respect to efficiency and effectiveness. He advised of 67 types of uses identified on behalf of the Board of Supervisors as part of Community Development Director Sullivan's survey of City departments.

Mr. Naylor acknowledged that GIS staff looks for opportunities to sell the data, and discussed an arrangement between the City and a national company wherein the City is trading street center lines for the data that underlies those lines. The City will receive approximately \$15,000 to \$20,000 worth of benefit from the project. Supervisor Bennett concurred with the idea of charging a fee for the information when it is appropriate, at the discretion of Mr. Naylor.

Mr. Naylor expressed appreciation for the PC network specialist authorized by the Board during last year's budget process. He discussed the demands experienced by the Information Services Department last year due to Y2K. He advised that all the Y2K adjustments in the City were done for under \$30,000. Mayor Masayko congratulated Mr. Naylor on a job well done.

Mr. Naylor reviewed the supplemental request for On-Hold Telephone Message Systems. Discussion ensued with regard to the possibility of a single phone system through a high speed network, and Supervisor Bennett requested that this item be placed on the first cut list. Mr. Naylor explained the setup, operation, and update of the system. He advised that updating the information on a quarterly basis would

save costs.

LIBRARY (1-3043) - Ms. Edwards reminded the Board that expanding public library service is number three on their priority list of goals and objectives for the coming year. She discussed statistics of the library, including that 16 public service library personnel provided services to over 250,000 patrons last year. She advised that the library staff asked her to invite each of the Board members to spend an hour in the library to observe the library staff and the pace they are forced to maintain in order to accommodate the service demand.

Ms. Edwards reviewed the supplemental requests as prioritized by the Library Board of Trustees. She pointed out that priority #1, the request for increase in public hours of the library by hiring additional librarians and library assistants, has been presented to the Board each year since 1988. She explained the shift requirements for expanding the library hours. Supervisor Livermore discussed the public interest survey and the two major issues identified - the library and transportation. Mayor Masayko requested that this item be added to the first cut list. Supervisor Bennett inquired as to the effect of funding portions of the request over the next few budget years. Ms. Edwards advised that she had restructured the request last year to fund positions over a period of three years which would have allowed for an expansion of hours at the end of that three-year period. She explained that funding two positions would not allow for expansion of hours as at least six staff persons are needed to have the library open. At the request of Supervisor Bennett, Ms. Edwards reviewed the library hours of operation.

Ms. Edwards reviewed the second priority supplemental request for the assistant custodian, which was also requested last year. She acknowledged that she has discussed this request with Facilities Maintenance Director Larry Nair and has been advised that he is unable to provide any assistance. Supervisor Plank requested that this item be placed on the first cut list.

Ms. Edwards reviewed the third priority supplemental request for an increase in funding for library staff training and travel, which was requested last year. She discussed the Public Librarian Certification program, established by the 1997 Legislature and administered through the University of Nevada-Reno at the State Library. She advised that five library staff persons are currently working toward this certification at their own expense. In response to a question, Ms. Haakinson advised that the current training budget is \$550 and the travel budget is \$1,000. Ms. Edwards discussed increasing levels of technology in libraries, and the subsequent need for ongoing training of library staff. Mayor Masayko requested that this item be placed on the first cut list.

Ms. Edwards reviewed priority request #4, additional funding for books and library materials. She advised that the library budget is currently 45% below the American Library Association's standard recommended funding for a public library serving a population the size of Carson City. She reviewed the formula for calculating the standard recommendation and the amount of funding needed to meet the standard. She advised that the circulation last year was 350,000 and estimated this year's circulation to be 400,000. In response to a question by Supervisor Livermore as to whether or not the library staff would be willing to forego pay raises to accommodate this request, Ms. Edwards pointed out that the library is a service-oriented department which cannot be operated without people. She discussed her experience that computers have caused the need for more library staff rather than less, and advised of the statistics for computer usage at the library. Mayor Masayko requested that \$50,000 be added to the first cut list.

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Discussion ensued with regard to the ongoing funding allocated for books and materials, and the one-shot funding allocated last year and in years previous. Supervisor Williamson assured Ms. Edwards that she and Supervisor Plank are aware that the library is within the redevelopment district and that they will be looking for ways to assist.

Mayor Masayko thanked Ms. Edwards and Ms. Haakinson for their presentation.

PERSONNEL (2-0065) - Mr. Heath requested that this item be deferred until Monday night to be presented as part of the Administrative Services budget.

COMMUNITY TRANSPORTATION (2-0073) - Mr. Heath advised that general fund support needs to be increased from \$215,000 to \$230,000. This is due to the \$10,000 cut in the Department of Aging Services grant, and the need for matching funds for an NDOT grant to purchase a new vehicle. He further advised that funding for the following year will need to be increased by an additional \$10,000. In response to a question, he explained the allocation of the \$50,000 SB415 grant. Mayor Masayko suggested moving the grant funding into next year thereby eliminating the need to increase the subsidy, and Mr. Heath explained that the Public Transit Advisory Committee will be recommending to the Board of Supervisors to increase service hours to alleviate some of the pressure on the senior citizens and the OARC clients. He discussed the need for reviewing the OARC contract in July, and Mayor Masayko and Supervisor Bennett concurred. Discussion ensued regarding fare donations and service capacity.

Mr. Reynolds discussed additional service hours to be funded by the SB415 grant and the Division of Aging Services grant. Supervisor Williamson suggested providing rides to the people that pay the most; that state and federal agencies need to increase participation in this great experiment or the transit service will have to cut back on ridership. Discussion ensued regarding the possibility of a partial fixed route, ride grouping, and the NDOT-sponsored fixed route.

Supervisor Bennett discussed contractual relationships with OARC, the Senior Citizens Center, the dependence upon donations from senior citizen clients, and the inability of the system to meet any other contract service with the existing equipment. She commended the Carson City Community Transportation staff on the work that they do and commented that the City is well served with the funding invested. Supervisor Williamson acknowledged that the transit system serves a need in the community, and pointed out the services, supplies and personnel that \$240,000 would fund for the library.

Supervisor Livermore requested more detailed information on the salaries paid through the Paratransit Services contract, and Mr. Heath agreed to supply the information. Mr. Berkich explained that the City is entering the third year of a three-year contract with Paratransit Services; the salaries are fixed, but can be broken out to show the allocation between different categories.

COMMUNITY DEVELOPMENT (2-0497) - Mr. Sullivan referred to a memo from Mr. Berkich and discussed areas he had identified for cost savings. He discussed the fact that up to ten percent of grant funding can be retained for administrative costs, and his staff is exploring this possibility. He discussed areas of savings, including eliminating three-hole punch paper and cutting back on the number of copies for the Planning Commission and the Board of Supervisors. Mayor Masayko discussed a paperless Board meeting system whereby the Supervisors would utilize lap top computers.

Mr. Sullivan advised that the planning fees have not been updated since 1987/88; this could be a source of increased revenue. He requested that Mr. Heath move forward with this, and acknowledged that the increase would be phased in over a two to three year time period and increased annually after that. He suggested the idea of a City gift shop and discussed the items available for sale in the Scottsdale, Arizona gift shop. He acknowledged the "tough budget year", advised of two items currently on the CIP list, a sign for the Northgate offices and a burglar alarm totaling \$9500, and offered to defer these items for a year or two.

Mr. Sullivan advised that Mr. Joiner had assumed the responsibilities of the Redevelopment Director two years ago. This additional responsibility "exceeded his time frame" and he commended Mr. Joiner on the excellent job he has done in spite of this. He further advised that the Community Development Department has been operating at 25-35% below approved manpower levels. The staff has assumed additional responsibilities which has resulted in a decrease in the efficiency and quality of the work product. Mr. Sullivan expressed the desire to return the levels to 100%. He commended Ms. Drake in her position as office manager, and advised that vacancies remain in the department. He briefly reviewed the budget highlights accomplishments for 99/00, and presented the supplemental request to upgrade the existing Management Assistant III position from part-time to full-time, including a brief review of the request justification. Discussion ensued with regard to the benefits and salary currently allocated to this position. Supervisor Livermore suggested that Mr. Sullivan consider approaching the Airport Authority for some type of compensation for the services rendered by Community Development.

Mr. Sullivan reviewed the second supplemental request to reclassify the existing Planning Technician II to Assistant Planner. Mayor Masayko requested that this item be placed on the first cut list, and advised Mr. Sullivan to be prepared to be creative in case it can't be funded. Mr. Joiner explained that when this position was opened, the department didn't get qualified applicants. Upgrading the position would take the application process to the next level.

Mr. Sullivan discussed the status of the analysis requested by Supervisor Bennett, including five regional issues and six local issues, which he would like to review with the Board during a future meeting. Some of the issues prioritized are a commercial development zone with Douglas County, transit systems, environmental concerns such as management of the Carson River, Open Space, Recreation, Tourism, and local matters such as traffic, freeways, results of the census, affordable housing, and open government.

Mayor Masayko expressed appreciation for the service and accommodation provided by the Community Development staff. Supervisor Plank commented on the availability and accommodation of the staff.

NORTHGATE COMPLEX (2-0844) - Mr. St. John advised that there were no supplemental requests to present for the Northgate Complex budget.

ENGINEERING DEPARTMENT (2-0875) - Mayor Masayko inquired as to a reduction in service charges, and offered to review the spreadsheet with Mr. St. John in order that he can research the information and return to the Board at a later date.

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Mr. St. John advised that the engineering budget remains "status quo" with the exception of the need for additional staffing to complete the freeway project. He explained that the reimbursable agreements with NDOT have provided the funding to fill short-term positions to assist in construction management of utility relocation and drainage projects. There is no impact to the general fund. Mr. St. John stated that the primary responsibilities of the Engineering Department to the building community have not been impacted. In response to a question, he acknowledged that time sheets are completed for reimbursable projects, and explained that the funding provided by the Utilities Department, the Streets Department, and the Regional Transportation Commission is appropriate for the level of service which is returned by the engineering function. He discussed the future possibility of removing the engineering function from the general fund and developing a special service fund as the accounting and management procedures become more sophisticated. Supervisor Bennett discussed the need for "nailing down" the exact services provided by the engineering function. Mayor Masayko pointed out that Development Services is a priority area for automation of time keeping. Supervisor Plank commented that time coding is an appropriate way to keep track and suggested that Mr. St. John contact Internal Auditor Gary Kulikowski regarding development of a procedure. Mr. Berkich advised of at least one preliminary meeting with Mr. Kulikowski, Mr. Heath, and Mr. St. John with regard to the matter. He assured the Board that staff is committed to developing a procedure as soon as possible. Mr. St. John advised that the general levels of funding to engineering are the same as prior to the reorganization, with the exception of cost of living increases.

VEHICLE MAINTENANCE (2-1033) - Mr. St. John referred to the February 2, 2000 memorandum included in the agenda materials. He commended Mr. Flansberg on his efforts to review the needs of vehicle maintenance, RTC, and streets personnel; to modernize the job descriptions within the Streets Department; and to develop a budget package which essentially saves the City a projected \$38,000 per year.

Mr. Flansberg reviewed the February 2, 2000 memorandum. The Board commended Mr. Flansberg on his reorganization efforts. Supervisor Williamson commended Mr. St. John and Mr. Flansberg for making the GIS division possible, and for their assistance and accommodation. Supervisor Plank commended Mr. Flansberg on the improvement in attitude and morale in the Streets Department staff. Supervisor Bennett concurred.

REGIONAL TRANSPORTATION COMMISSION (2-1275) - Supervisor Plank referred to Mary Walker's memorandum regarding funds for median maintenance, and Mr. Forsberg was asked to review the same. Mr. Flansberg advised that a change in the statute was made in 1997. He explained that in the past, the expense for power to the street lights and signals was paid for from the general fund. With the 1997 amendment, that expense can now come out of gas tax dollars. He advised that street lights were running approximately \$195,000 per year and signal lights approximately \$55,000 per year. LED technology saved \$29,000 on the signal light expense last year. Based on the same amendment, Mr. Flansberg expressed the understanding that seasonal landscape maintenance can be paid for from the street maintenance budget. Mayor Masayko made reference to the amended section of the subject statute (NRS 365.550(6)(h)), and Mr. Forsberg indicated agreement with the interpretation of the amendment. Mr. Flansberg discussed the assistance to be provided for median/right-of-way maintenance, and savings realized from spraying weeds rather than mowing them. He explained the budget allocations for various areas of the Streets Department budget.

ADJOURNMENT (2-1414) - Supervisor Plank moved to adjourn the meeting. Supervisor Williamson

seconded the motion. Mayor Masayko adjourned the meeting at 10:39 p.m.

The Minutes of the March 7, 2000 meeting of the Carson City Board of Supervisors are so approved this 20^{th} day of April, 2000.

| | RAY MASAYKO, Mayor |
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| | |
| ATTEST: | |
| | |
| ALLEN GLOVED GLOVED | |
| ALAN GLOVER, Clerk-Recorder | |