

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 9, 2001, Special Workshop Session
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A special Carson City Board of Supervisors workshop was held on Friday, November 9, 2001, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 9 a.m.

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
STAFF PRESENT:	John Berkich	City Manager
	Kit Weaver	Assessor
	Alan Glover	Clerk Recorder
	Andrew Burnham	Development Services Director
	David Heath	Finance Director
	Louis Buckley	Fire Chief
	Daren Winkelman	Health Director
	William Naylor	Information Services Director
	Sally Herman	Librarian
	Steve Kastens	Parks and Recreation Director
	Judie Fisher	Personnel Manager
	Sheila Banister	Chief Juvenile Probation Officer
	Matthew Fisk	Chief of Alternative Sentencing
	Mark Forsberg	Chief Deputy District Attorney
	Phil Herrington	Chief Building Official
	Rob Joiner	Redevelopment & Economic Development Mgr
	Juan Guzman	Open Space Manager
	John Flansberg	Street Operations Manager
	Tom Hoffert	Utilities Operation Manager
	John Simms	Juvenile Service Program Coordinator
	Brian Percival	Assistant Chief of Alternative Sentencing
	Steve Mihelic	Assistant Fire Chief
	Larry Werner	City Engineer
	Scott Fahrenbruch	Director of Parks Maintenance Operations
	Claudia Saavedra	Alternative Sentencing Coordinator
	Scott Burau	Chief Deputy Sheriff
	Barbara Singer	Recreation Superintendent
	Skip Canfield	Senior Planner
	Lee Plemel	Senior Planner
	Verne Krahn	Parks Planner
	Liz Teixeira	Administrative Assistant
	Katherine McLaughlin	Recording Secretary
	Carin Fischer	Justice Court Assistant II

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OTHERS PRESENT: Senior Center Director Janice MacIntosh, Library Trustee Terry Amundson, and Justice Court Consultant Sharon Murphy (S.B.O.S. 11/9/01 Tape 1-0001)

FACILITATOR: Steve Lewis from the Douglas County Cooperative Extension Service

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE - Mayor Masayko convened the meeting at 9:10 a.m. Roll call was taken. The entire Board was present constituting a quorum. Mr. Berkich welcomed everyone and highlighted the documents in the packet. He then introduced Mr. Lewis. Mr. Lewis explained the purpose of the session and the ground rules. Overhead slides were used throughout the meeting. (Copies are included in the file.)

CITIZEN COMMENTS (1-0016) - None.

1. REVIEW OF VISION STATEMENT AND MISSION STATEMENT (1-0201) - The statements were reviewed. Each of the participants listed the word/words which they felt were most important in the statement. He/she introduced himself/herself and explained the reasons for selecting that word/words. It was felt that the statements were on target although the word listings occasionally justified revising them. No changes were made or action taken.

2. REVIEW OF PRIOR YEARS' BOARD GOALS (1-0479) - Discussion explained the highlights of the last planning session which included: democracy exhibited by the ability to vote on the issues; its inclusiveness such as the inclusion of newly elected Supervisor Staub; better and more effective understanding of the process; a linkage of the Board and staff's goals for the betterment of the community; and a better understanding of each others' problems. Funding for some of the goals had been provided as a result of this meeting. It had also provided unanimous support for automation. Examples of accomplishments were provided to illustrate how the session had been beneficial. Discussion ensued on the goals and objectives for previous years and their status. Discussion also noted the efforts to obtain Homeland funding for security purposes and status of the MPO designation. One Region's acceptance of the need for regional transportation plans and inclusion was limned. Supervisor Livermore asked that the regional hospital plan be added to the list and highlighted the status of it. Heath Smart's role in addressing the community needs were limned.

RECESS: A recess was taken at 10:10 a.m. The entire Board was present when Mr. Lewis reconvened the meeting at 10:20 a.m., constituting a quorum.

3. ACTION ON IDENTIFICATION OF CURRENT COMMUNITY ISSUES AND NEEDS (1-1085) - Brainstorming by each participant identified needs/issues which the community should address. The items were combined to form topic lists. Comments emphasized the feeling that regionalization is occurring. The needs were titled transportation/traffic items; financial resource issues; planning items; redevelopment needs; public service infrastructure and recreational issues; economic development needs; and community spirit issues. The participants then voted on the groups. This process eliminated the unity spirit issues. Its elimination was felt to be due to the fact that completion of the other items would provide good community spirit. The ranking for the items

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were: 1. Financial; 2. Traffic; 3. Redevelopment and economic development; and 4. Recreational, public service, and planning.

4. ACTION ON PRIORITIZATION OF COMMUNITY GOALS (1-2195) - Mr. Lewis explained the type of statements he felt should be made that will provide a picture of the needs and a way to attain the goal. The participants were broken out into groups to work on each of the ranked items. Each group was to develop a list of items which could be accomplished within one year. This listing of items was reviewed. (2-0318) Discussion among the staff explained the Board's direction to hold labor costs at five percent of the base. The items were then prioritized by the Board. (2-0984) The priorities were: 1. Get the nickel; 2. Stewart to Curry Street extension; 3. Annual review of rates and fees for adjustment; 4. Complete the parking areas for the Community Center including that for Mills Park along Highway 50; 5. Complete the Roop Street widening design; 6. Prioritize program specific reductions if there is a revenue shortfall; and 7. Downtown parking garage designed, funded, and begun. Discussion explained the purpose of the goals and how they are used. Mayor Masayko indicated that the Sheriff's administrative facility should also be included in the discussions for funding. Supervisor Williamson pointed out that transportation items have a separate funding source. She also objected to removing items which have been listed for four or five years without being accomplished. She cited the library needs as an example. She also indicated her intent to continue to work for a downtown parking garage. There are known needed improvements such as the Sheriff's administrative facility and its information services. The Senior Center expansion project is ongoing and will occur. She would be disappointed if more of the items are not accomplished within the next year. She encouraged the Board to create a stronger leadership statement and goals. Mr. Lewis explained that the listed goals are not the only items the Board/City is working on. There are a lot of items which are to be done but the list is the top priority at this time and should be accomplished within the next year. Supervisor Plank encouraged Mr. Lewis to add all of the items which had received only two votes to the bottom of the list. Mayor Masayko pointed out the direction that had been given to Mr. Berkich last year which would have the Board decide annually whether any items listed three years previously should continue to be carried on the list. This is a dynamic process on which the Board decides the status of the items annually. Mr. Berkich indicated that all of the results would be compiled and be brought back to the Board for final adoption. Mayor Masayko directed that time be allowed for this review as there will be debate on it. He also expressed his desire to cleanup last year's list. Those items will have to compete again if they are carried forward. Mr. Berkich indicated that all of the goals listed would be tabulated and shown in the future.

4. REVIEW AND ACTION ON IMPROVEMENTS TO THE BUDGET CREATION PROCESS (2-0482) - Finance Director David Heath reviewed the financial information in the packets. He felt that taxable sales in September would be either down or flat and may rebound somewhat in October. The State's economic problems will be exacerbated by the decrease in tourism. It was felt that there were more jobs in Carson City than a year ago due to the arrival of new businesses such as Lowe's. Unemployment has also gone up. Disposable income may be higher due to the increase in jobs. Sales tax may be increased as a result of the increased disposable income. The sales tax trend was noted. The April anomalous was discussed. Discussion indicated that in the future the replacement of Parks maintenance equipment will be treated like the Sheriff's vehicle replacement program. Some funding had been provided for Parks maintenance equipment last year. An effort will be made to augment those funds this year. Mr. Heath suggested that the total funding level may be \$20,000. He also explained the consensus provided for raising the cap on the minor CIP items to \$25,000 from \$10,000. Therefore, \$100,000 had been allocated to it. The purpose of this program was explained. Mayor Masayko vocalized his objection to this funding

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level. He indicated his support for doubling the funding level and holding the acquisition level at \$15,000. Board support for this level was indicated. Mr. Heath then explained the Comparative Performance Measurement program. Mayor Masayko asked that this program include the statistics for both the best and worst performers. Internal Finance Committee hearings and the Board hearings were moved to the middle of March. This will give staff more time to complete the process. Board comments indicated a desire to limit the number of hearings to four or five. Discussion explained the reasons the CIP fundings shows \$1 million in reserve while the forecast shows the City's revenue projections only grow at 2.5 percent leaving the City with a \$1 million deficient. The \$1 million reserve may be transferred to address the deficient if the Board desires. Comments supported continuing to have five year forecasts and the benefits of them. Mayor Masayko asked that the forecasts also include two or three years of actual figures for a comparison and trend analysis. Supervisor Livermore encouraged Mr. Heath to include within his forecasting report the consumer price index, which had been falling. Comments also emphasized that the reports are dynamic and will be updated before the March hearings occur. Dr. Tom Harris from UNR will be asked to participate in the opening budget hearings as he has in the past. Supervisor Staub complimented Messrs. Berkich and Heath on the list of items which the City had implemented to reduce costs. Mr. Heath then explained the statistics he had obtained regarding the City's room vacancy rate. Mr. Berkich pointed out the impact auto sales has had on the City's sales tax revenue.

6. REVIEW AND ACTION ON OR CHANGES TO EXPENDITURES WITHIN THE BOARD'S BUDGET (2-0750) - Mr. Berkich solicited feedback from the Board on its budget, which was included in the packet. Discussion ensued on the projected increase in insurance costs and the City's efforts to reduce these costs.

CLOSING (2-1226) - Mr. Berkich asked that the participants complete the evaluation form included in the packets. He thanked all for coming and participating, staff members for their assistance in preparing and conducting the session, Carson Access Television staff for recording it, and Mr. Lewis for his participation. He announced that the staff retreat would be held on November 23 and indicated his expectation that all of the participants would be attendance. Mr. Lewis will facilitate at the retreat to provide continuity in the discussions. Supervisor Williamson complimented the participants on their work.

Supervisor Livermore moved to adjourn. Supervisor Williamson seconded the motion. Motion carried 5-0. Mayor Masayko adjourned the session at 1:15 p.m.

The Minutes of the November 9, 2001, Carson City Board of Supervisors Workshop

ARE SO APPROVED ON December 5, 2002.

/s/

Ray Masayko, Mayor

ATTEST:

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/s/
Alan Glover, Clerk-Recorder