

CARSON CITY BOARD OF SUPERVISORS
Minutes of the Special May 12, 1997 Meeting
Page 1

A special meeting of the Carson City Board of Supervisors was held on Monday, May 12, 1997 in the Community Center Sierra Room, 851 East William Street, Carson City, NV at 6:00 p.m.

PRESENT:

Mayor Ray Masayko	
Jon Plank	Ward 2
Tom Tatro	Ward 3
Kay Bennett	Ward 4

STAFF:

John Berkich, City Manager
Mary Walker, Finance Director
Paul Lipparelli, Chief Deputy District Attorney
Liz Hernandez, Administrative Assistant
Fran Smith, Recording Secretary
(BOS 5/12/97 1-0000.5)

NOTE - Unless otherwise indicated each item was introduced by Mayor Masayko. Individuals speaking are identified following the heading of each item. 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.

- A. CALL TO ORDER** - Mayor Masayko called the meeting to order at 6:08 p.m. A roll call was taken and a quorum was present although Supervisor Smith was absent.
- B. PLEDGE OF ALLEGIANCE** - Mayor Masayko led the Pledge of Allegiance.
- C. CITIZEN COMMENTS ON NON-AGENDIZED ITEMS** - None.
- D. AGENDA ITEMS**

PUBLIC HEARINGS CONCERNING THE FISCAL YEAR 1997-98 BUDGET DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

- Internal Auditor**
- Cooperative Extension**
- Senior Citizen Center**
- Library**
- Library Gift Fund**
- Board of Supervisors**
- City Manager**
- Public Defender**
- Community Support Services**
- Finance**
- Debt Service Fund**
- Continuous Quality Improvement**

Internal Auditor - (1-0033.5) Gary Kulikowski said his budget is fairly stable and represents an approximate increase of one percent overall. He noted in the past there have been increases in benefits primarily because of the health insurance. He added he was pleased to advise this year there is a fifteen percent decrease in those benefits largely because of the committee who had taken on that project. He noted that this will not impact the general budget. He also said his budget included some expenditures for professional education which has not increased in the past several years. He added it was his hope that these educational programs would help management do their jobs. Supervisor Bennett asked him to touch on her concerns she has regarding communication with the Board.

CARSON CITY BOARD OF SUPERVISORS
Minutes of the Special May 12, 1997 Meeting
Page 2

He advised this would be on the agenda of the Board meeting in two weeks. He noted he had spoken to the Mayor about this and it was determined that some procedures need to be developed in order to keep the communication flowing. Supervisor Plank asked Mr. Kulikowski if he also works for the District Attorney, the Assessor, the Treasure, the Sheriff, and the Judicial. Mr. Kulikowski confirmed that he does and provided details of what that work involves.

Cooperative Extension - (1-0129.5) Karen Hinton, Extension Educator, noted that the Extension funding is set by the NRS and provides for a minimum of one cent and a maximum of five cents. She added they are currently at the 1.25 cent level and were asking to be maintained at that. She commented on the number of personnel the budget supports and also felt they fit in very well with the Quality of Life issues the Board and the strategic planning process have identified. She then commented on several programs and newsletters the Extension provides for the community including 4-H, Care to Be You, WINGS, Master Gardeners, Little Lives, Noticias Para Los Padres, etc. She also said they are preparing to have fact sheets on the Internet in the next year. Mayor Masayko said he was aware of the work the Extension does with many City departments. He added he is also aware of the volunteerism by the CATF people. Mr. Berkich commented that the Extension has been a tremendous resource the City has been able to use much more in the past three or four years than previously. This included the survey work they have done for the community.

Senior Citizen Center - (1-0219.5) Jamie Lee, the Center's director, advised that they continue to be consistent with their mission. She added that their funds are somewhat restrictive in what they are allowed to do with them. She also commented on the anticipated expansion of the facility and said they had previously come to the Board and received approval for the first architect's contract. She said they plan to continue updating, revising, and finalizing of a Master Plan to present to the Board. Mayor Masayko commented on Question 5 which passed in 1984 and placed a five per cent ad valorem rate on the tax rolls which is used for capital and operational expenses, especially because of the large senior citizen population in the City. Ms. Lee advised that their programs are supported, not by ad valorem or City tax, but rather are funded by grants, fund raising, and user fees.

Library - (1-0283.5) Sally Edwards, Library Director, was accompanied in the audience by several Library Board members. She had four supplemental requests which their Board had prioritized. She provided details on the reasons for their requests. Mayor Masayko said these would be discussed during the Board's one shot meeting on May 19. During this discussion additional funding for book replacement was put on the one shot list. Another supplemental was for additional hours for the library to stay open and additional personnel along with volunteers to serve the public during those extra hours. The fourth supplemental was a request for staff training funds. Following a discussion on this Mayor Masayko asked that this be on the first cut list.

Library Gift Fund - (1-0669.5) Ms. Edwards then commented on this fund stating that it is authorized by statute and is administered by the City for a five percent administrative fee. She added because it has to fit into the budget process it has a process. However, these are estimated figures as they do not have the funds yet. She noted the monies come from memorial grants and general donations.

Board of Supervisors - (1-0705.5) Terry Drake, Office Supervisor in the City Manager's Office - She reviewed the Board's mission statement after which she advised the Board's budget reflects a two percent increase and said they maintain a lean budget which they did again this year. She also noted there are longevity increases for Supervisors Bennett, Smith and Tatro. She added there are three supplemental requests these being training, professional services, and the purchase of furnishings for the office space at the new City Hall. Supervisor Tatro expressed his disagreement with the \$4,000 supplemental request which included fees to CATF. He did not feel the City should pay for their services. Mr. Berkich explained this was only to cover their production expenses which are not included in the contract with the City. Supervisor Tatro felt that their meetings should be telecast but did not think it is appropriate to use taxpayer money to pay for production so that the Board can be spotlighted and said he would vote naye on a motion relating to this expenditure. Supervisor Plank felt this could be a good issue to include the next time there is a public opinion survey. Supervisor Bennett advised she had asked for this item to be in the budget one reason being that the taxpayers have the benefit of seeing and getting information from the

CARSON CITY BOARD OF SUPERVISORS
Minutes of the Special May 12, 1997 Meeting
Page 3

weekly City Manager's Report. She also noted the reports from Supervisors during their meetings relating to their activities and felt the public also gets a benefit from these. Mayor Masayko agreed with this position and put this request on the first cut list as a one shot.

(1-0971.5) At this point Ms. Drake explained the \$12,000 supplemental for the furnishings in the four office suites in the new City Hall. Mayor Masayko said for the record this does not include furniture for the Mayor's office because the furniture in his existing office will be moved to the City Hall. Mr. Berkich explained this is not replacement furniture because there has never been space for the Supervisors to have offices of their own. He added this purchase will be under a state contract and the cost will be fifty percent off market. Supervisor Bennett asked that this be on the first cut list. Ms. Walker said this purchase would be on the agenda for the May 15 meeting. She explained the reason is that it would take two months to pre-order and have it delivered in time for the Supervisors to be able to utilize it in the City Hall. She asked the Board for a decision at this meeting so that it can go forward as soon as possible. Supervisor Plank felt this would be a good investment which should last for a long time. He then moved that this \$12,000 one shot be included in the CIP in the budget and not on the cut list for the upcoming year. Supervisor Bennett seconded the motion. Supervisor Tatro asked for a roll call vote. This resulted in: Bennett - aye; Tatro - naye; Plank - aye; Masayko - aye. Motion carried 3-1. Ms. Walker supported the investment and explained that Board has not had funding for training, furniture, or travel since she has been with the City which is eleven years.

City Manager - (1-1141.5) Ms. Drake read the mission statement into the record. She noted that the same budget level had been maintained. However, she said there has been some reorganization so that a permanent part time Secretary I position has been created. She explained their reasons for this are in light of the move to the City Hall. This related to their ongoing \$3,000 for an hourly position and also they had been able to transfer funding from the supplies and services funding. Mr. Berkich said this was not a supplemental request but rather reinvesting some funding that was already in the budget. He explained in the past two or three years the level of service has not been what was desired and felt this would alleviate that. Supervisor Plank referred to requests from Risk Management and City Personnel for part time people and asked if this could be a shared position. Mr. Berkich confirmed it could be but also mentioned the risk of training and then losing a properly qualified person. Mayor Masayko expressed his preference that this had been brought forward as a supplemental request.

Public Defender - (1-1347.5) Mr. Berkich said this is a straightforward budget and is an allocation of the State's Public Defender office. Ms. Drake then reviewed the figures that comprise the budget. These were the Public Defender's agreement which increased by approximately \$20,000 this year and \$3,000 from the Conflict Council.

Community Support Services - (1-1365.5) Mr. Berkich said the Board had heard some of these requests in an earlier session. However, he added there is a supplemental request for membership in the Nevada League of Cities. Liz Hernandez, Administrative Assistant in the City Manager's office, said she works with this division and that it involves community support grants, the Community Development Block Grant, and the Nevada Revolving Loan Fund. She explained that it fluctuates and that they had \$70,000 this year but next year they may not have any. She noted it also includes the Community Service Block Grant that Gayle McCulloch, the Welfare/Insurance person for the City, handles. Supervisor Bennett suggested the idea that the City could perhaps find a grant writing person. Ms. Walker noted that in their budget the Parks and Recreation Division had a supplemental request for a grant writing person and that it is on the first cut list. Supervisor Plank suggested this could be looked at from a more global perspective rather than specific to a particular department. Mr. Berkich said this had previously been mentioned with the suggestion of possibly contracting for this service. Mayor Masayko liked the idea and Supervisor Tatro agreed this was something to be considered. He noted that in their requests the Community Council on Youth had included a grants writer. At this point he asked that \$10,000 be put on the first cut list for the Community Council on Youth as somewhat of a contingency so that can CCY could respond to programs that may evolve throughout the year. He confirmed for Ms. Walker that this is a one shot request. Ms. Hernandez said there would be a meeting of the Youth Advisory Council and that she would invite CCY to participate. At this point Mr. Berkich introduced Tom Grady, Executive Director of the Nevada League of Cities, provided a history of the group and made a presentation on what the League does and the agencies they are involved with. Mayor

CARSON CITY BOARD OF SUPERVISORS
Minutes of the Special May 12, 1997 Meeting
Page 4

Masayko said even without belonging to the League the City receives a level of service from it. Tom Cruise, Vice President of the League in the Ranchos, said he is looking forward to working with the City. Supervisor Tatro asked that the \$9,283 membership fee be put on the ongoing list. Ms. Walker noted that the City could not afford a lobbyist in the Legislature but for the past eleven years the League have been there advocating the City's viewpoints and emphasized her feeling that this would be a good investment.

Mayor Masayko called a recess at 7:55 p.m. When he reconvened the meeting at 8:03 p.m. a quorum was present as previously noted.

Finance - (1-1871.5) Ms. Walker then read the mission statement into the record. She then noted there are laws they need to follow and explained they act a not only the Controller as defined in the City charter, act as the County Auditor as defined in NRS 251, the Finance Director, and the Budget Office. She explained they maintain accounting records for the City with fixed assets of nearly \$145,000,000 and cash of \$46,000,000 with forty-seven separate funds. She felt that each of the staff members is an expert in their field. She then reviewed the goals and commented on the goals which have already been achieved. She also reviewed the objectives for next year. She completed her comments by advising that Moodys Investors upgraded the City's bond from A+ to A1 because they were impressed with the financial management of the City in terms of the discipline the Board and the City had exercised on their fair share monies. Supervisor Bennett hoped that the Board could schedule a retreat in October or November to look at a three to five year projection on which budgets can be built. Supervisor Tatro agreed that a retreat in the fall is a good idea. He felt this would give the Board a better idea of where they want to go and would give departments a chance to look at what they are trying to do in the context of where the Board wants them to go. Mayor Masayko commented that although the City is not as well off as they would like it is in much better shape than its neighbors. He also mentioned the need to have manageable numbers so that a focus can be given to high priority issues.

Debt Service Fund - (1-2281.5) Ms. Walker provided figures on the legal debt margin and what they are based on. She added that the fund is basically comprised of water, sewer, and the hospital. She explained they have been trying to manage the debt to stay within approximately \$5 million per year so that the margin of the principal is not touched but kept for big items such as the safety complex or a large hospital item. Supervisor Bennett asked if there is a safe limit that should not be exceeded. Ms. Walker explained that the bond rating agencies look at this and one of the reasons the City's rating was elevated was because of its per capita and that they have a low debt ratio.

Continuous Quality Improvement - (1-2455.5) Ms. Walker said this is the fund that holds the CQI budget program in which departments can keep thirty percent of the savings they have at the end of each year. She then provided figures on how the savings have grown each year since the inception of the program in 1994 and said it has gone from \$475,000 the first year to \$843,000 in 95-96. She emphasized it is the employees who have decided where they can save rather than department heads. Mr. Berkich felt this is an example of how well getting employees involved can work. Supervisor Bennett asked for clarification on some of the figures. Ms. Walker said some of the departments have carryover funds and are saving them for purchases such as furniture when they move to the City Hall or Safety Complex.

There being no further business Mayor Masayko entertained a motion to adjourn. Supervisor Bennett moved to adjourn. Supervisor Plank seconded the motion. Motion carried 4-0. Mayor Masayko adjourned the meeting at 8:45 p.m.

The Minutes of the special May 12, 1997 meeting of the Board of Supervisors

ARE SO APPROVED____7/3____, 1997

CARSON CITY BOARD OF SUPERVISORS
Minutes of the Special May 12, 1997 Meeting
Page 5

/s/ _____
Ray Masayko, Mayor

ATTEST:

Alan Glover, Clerk Recorder