A special session of the Carson City Board of Supervisors was held on Wednesday, May 8, 1991, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 5:15 p.m.

PRESENT: Mary Teixeira Mayor

Tom Fettic Supervisor, Ward 2 Greg Smith Supervisor, Ward 1

Tom Tatro Supervisor, Ward 3

Kay Bennett Supervisor, Ward 4

STAFF PRESENT: John Berkich City Manager

Kiyoshi Nishikawa Clerk-Recorder Pat Sorenson Deputy City Manager

Mary Walker Administrative Services Director
Pam Case Automation Services Director

Charles P. Cockerill Chief Deputy District Attorney

Jeanette Sullivan Administrative Assistant to the

City Manager

Katherine McLaughlin Recording Secretary

(B.O.S. 5/8/91 Tape 1-0005)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the budget request and/or supporting documentation. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during the normal business hours.

Mayor Teixeira called the meeting to order at 5:15 p.m. Ms. Walker led the Pledge of Allegiance. Roll call was taken and quorum was present.

BOARD OF SUPERVISORS (1-0031) - The supplemental request for upgrading the public address system in the meeting room had been included in the budget and was no longer considered a supplemental. Discussion ensued concerning whether this upgrade could be purchased at this time. Ms. Walker explained that if the system is received prior to July 1 it would have to be included in the 90-91 budget rather than the 91-92 budget. Supervisor Tatro suggested that the upgrade be purchased from the 90-91 contingency fund and the 91-92 budget be adjusted appropriately. This is to be brought to the Board for action on the 16th. This action would remove the request from the next year's budget. Supervisor Bennett suggested the Gift Account be increased in view of the need to provide proper recognition to the various volunteers. The travel allotment was discussed.

CITY MANAGER (1-0225) - Clarification noted that the salary savings had occurred when the Deputy City Manager's position was left vacant. The Mayor's chair was to be fixed and was in the budget. Funding needs for the International City Managers Association conference at Reno/Lake Tahoe were noted. Staffing with volunteer programs was noted as an example of services available through the community, however, it may become necessary to seek additional personnel particularly as the demand for services continues to grow. Supervisor Tatro noted the increased telephone activity and expressed a willingness to give up his line and desk as he seldom uses his office. Mr. Berkich noted the attempts to automate as much as possible. The need to update the telephone system was discussed. Board comments commended the staff on its efforts and support.

AIRPORT (1-0601) - Postponed.

INTERNAL AUDITOR (1-0610) - Discussion ensued with Mr. Kulikowski concerning his workload and his need to be more realistic about his goals in analyzing the time necessary to conduct his investigations. He felt that

he was improving in this area. Ms. Walker expressed her feeling that part of the reason he was unable to meet these deadlines was due to his willingness to respond to her audit requests in a timely manner. An example was cited. Supervisor Bennett commended him on his cooperation in teaching her the governmental budgetary/financial structure. His training budget was explained.

<u>ADMINISTRATIVE SERVICES</u> - AUTOMATION (1-1025) - Procedures utilized in establishing the priorities, Ms. Case's priorities for the supplementals, Juvenile Probation and Detention automation needs and installation commitments, THE fleet management program versus THE personnel needs, District Attorney automation needs and installation commitments, and THE hardware to be acquired July 1 were discussed. Mr. Berkich stressed the need to automate the Juvenile Probation and District Attorney's offices. Funding for Juvenile Probation was available now. Ms. Case then explained that if she had to cut the budget she would eliminate No. 5, 7, 9, 10, 11, 12, and 14. The District Attorney's automation and personnel needs were discussed at length. Automation and personnel trade-offs for other Departments were noted. Mayor Teixeira requested a status report on the outstanding SPAN automation projects, the funding therefor, and projects waiting to be placed on the system. Supervisor Bennett questioned the lack of equipment for Elections. Supervisor Tatro explained his contact with the State Department of Data Processing Director and her feeling that she would be able to provide the support necessary to keep the hardware and software functioning through the 1992 election cycle. Both Supervisor Tatro and Ms. Case stressed the need for the City to evaluate options beyond that. Ms. Case also explained her contact with IBM and its willingness to continue supporting the equipment this year if a special election is held. IBM had expressed a willingness to work with the City to establish another procedure. Ms. Case urged the Board to allow the time necessary to research all the options and not be reactive in evaluating the options particularly in view of the investment made in the State's equipment. Supervisor Fettic also requested a copy of the status report.

PURCHASING AND NORTHGATE COMPLEX (1-2425) - Mr. Iratcabal reviewed the supplemental request for a part-time secretary. Ms. Walker noted that this position has been added on a temporary basis until Mr. Wilson is able to return. The Purchasing encumbrance system may be added this fall. Supervisor Fettic added it to the list. Supervisor Bennett commended Mr. Iratcabal and his staff on its efforts during the Mr. Wilson's absence.

PERSONNEL (1-2610) - Ms. Fisher stressed the need for increased staff. Ms. Walker noted the increased workload created on this Department in an endeavor to provide in-house training. Examples were cited. Supervisor Fettic added the secretary to the first cut list. Supervisor Tatro suggested the training needs be evaluated City-wide similar to the analysis provided for the SPAN needs. This would place all of the training under one Division and establish priorities. Ms. Walker noted that training had been centralized this year and prioritized. The pros and cons of this suggestion were discussed at length. Mr. Berkich agreed to research the suggestion and report back before the next budget. Mayor Teixeira questioned the reasons behind the leave documentation. Ms. Walker noted that the program is being computerized and should be on line shortly. The Anderson program, desk audits, the job interest card procedure and policies, pros and cons of the interest card procedure, and need for a job referral line were discussed.

BREAK: A ten minute recess was taken at 7 p.m. When the meeting reconvened at 7:10 p.m. a quorum was present.

FINANCE (2-0530) - Ms. Walker introduced Deputy Controller Martha Westover and explained her job responsibilities. Ms. Walker reviewed the goals. Supervisors Fettic and Tatro commended staff on its efforts and ability to issue RFPs and Contracts as indicated in the goals.

DEBT SERVICE FUND (2-0661) - Postponed.

INSURANCE (2-0672) - Ms. Walker then introduced the members of the Group Medical Insurance Committee

including Barbie Winchester from Carson-Tahoe Hospital and explained its recommendation that the Board adopt a policy for a Health and Wellness Program, the program, its benefits, and goals. Funding was available from fees returned by Aetna which had originally been paid by City employees several years ago. A recess was taken at 7:30 p.m. When the meeting reconvened at 7:35 p.m. a quorum was present. Comments stressed the dependent coverage costs, the negotiated premium, and the lack of dependent coverage maintained by the employees were explained. The Committee is in the process of evaluating the pros and cons of having the City become selfinsured. Funding and motivations were discussed. Goals and objectives recommended having all City Departments become "Smoke Free". Undersheriff Vic Freeman felt that if the City became "Smoke Free", the Deputies would have to adhere the City policy if vehicles are part of the facilities. Supervisor Fettic felt that vehicles should be included and suggested that a target date be established after the "Stop Smoking" programs have started. Benefits of the program and reasons the funds could not be used for other purposes were stressed. Potential incentives were noted. CCEA Representative Bob Creon explained that the employees had not been aware of the proposal, his willingness to present it to them, and his reasons for supporting it. Supervisor Tatro commended the Committee on its program. Supervisor Bennett felt that this may create an environment with the employee indicating there is an interest in the employee himself/herself. Ms. Walker introduced the Committee and explained several of the other programs. Undersheriff Freeman explained the Sheriff's Association proposal to support a gym in the garage across from the Department. Discussion indicated that the employees would not be given a special rate for utilizing the City weight room/aquatic facility. Supervisor Tatro expressed his concern about purchasing two sets of equipment. Mr. Cockerill cautioned the participants concerning the Open Meeting requirements. Supervisor Bennett explained her contact with an individual who was interested in creating a combined facility. Ms. Winchester explained the Hospital testing program. Ms. Walker noted that the entire program would be discussed at the next meeting including the drug-free work place program.

INSURANCE ADMINISTRATION (2-2352) **AND INSURANCE FUND** (2-2385) - Professional service increases were included in the budget. Procedures for budgeting the amount spent versus projected amounts were discussed. Other mandated funding changes for vehicles, the airport, the ambulance, and equipment debt service were explained.

WELFARE (2-2638) - Discussion indicated the feeling that the City would have to increase its ten cent indigent tax if the State passes the medicare costs to the Counties as proposed by the Governor. Board consensus indicated that the City should remain at the current level and change the budget later if ten cents is necessary. Ms. Walker continued to stress her feeling that it should be included in the budget at this time and reduced, if possible, later.

CAPITAL ACQUISITION AND CAPITAL PROJECTS (2-2835) - Items included in these areas and funding sources were noted. Discussion explained reasons for having building maintenance placed under capital projects. The need for parking lot maintenance was noted.

BREAK: A five minute recess was taken at 8:30 p.m. When the meeting reconvened at 8:35 p.m. the entire Board was present, constituting a quorum.

CLERK-RECORDER - CLERK; RECORDER; COURTHOUSE; AND RECORDS MANAGEMENT (3-0115) - The supplemental requests were reviewed. Clarification indicated that the Laser gun and a typewriter were included in the Capital Acquisition items. Discussion noted the impact Douglas County's proposed satellite office for Marriage Licenses may have on the sale of Marriage Licenses in Carson City. Mayor Teixeira added a typewriter to the wish list. Supreme Court ruling on filing of information regarding court cases was outlined. The impact this would have on the workload was noted. Supervisor Fettic added this staff position to the first cut list. Mayor Teixeira directed that a desk for the Recorder's office be added to the budget and to put the microfilm cabinet on the first cut list. Supervisor Bennett put the computer table on the first cut list. The need for a handicapped access to the Courthouse was noted. Mayor Teixeira added the FAX telephone line to the list.

Discussion also noted the potential special election and necessary equipment/fund which Supervisor Fettic added to the list.

There being no other matters for discussion, Supervisor Fettic moved to adjourn. Supervisor Tatro seconded the motion. Motion carried 5-0. Mayor Teixeira adjourned the meeting at 8:45 p.m.

The Minutes of the Special May 8, 1991, Carson City Board of Supervisors meeting

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		ARE SO A	PPROVED ON_	June_20	, 1991
		/a /			
		/s/ Marv Teixe	eira, Mayor		
ATTEST:					
/s/ Kiyoshi Nishikawa, Clerk-Record	der				