

CITY COUNCIL WORKSHOP MINUTES
9:00 A.M., Tuesday, August 23, 2011
City Hall Training Room, 431 Prater Way, Sparks, Nevada

1. *Call to Order

The Workshop of the Sparks City Council was called to order by Mayor Geno Martini at 9:00 a.m.

2. *Roll Call

Present: Mayor Geno Martini, Councilpersons Julia Ratti (joined at 9:15 am), Ed Lawson, Ron Smith, Mike Carrigan, Ron Schmitt, City Manager Shaun Carey, City Attorney Chet Adams and City Clerk Linda Patterson.

Staff: Jeff Cronk, Steve Keefer, Andy Flock, Andre Stigall, Tracy Dominguez, Steve Driscoll, Neil Krutz, John Martini, Armando Ornelas, Teresa Gardner, Judge Jim Spoo, Heidi Shaw, Chris Syverson, Rick Darby, Stacie Hemmerling, Shirle Eiting and Adam Mayberry.

Absent: None

***Comments from the Public** – None

3. Discussion and possible action on the Workshop Objective, Process and Methodology

3.1 Discuss outcomes and expectations for the workshop

City Manager Shaun Carey welcomed everyone and gave a brief overview of the workshop, with the objective to finish within the timeframes of the City Council and that everyone gets the opportunity to have the conversations needed. He introduced facilitator Erica Olsen, MP3 Planning.

3.2 Review decisions we need to make

Facilitator Erica Olsen opened the day by reviewing the agenda, highlighting items that are informational, that need recommendations or that require decisions. The bulk of the work today will center on the Strategic Plan, to be brought back at a regular Council meeting for approval.

4. Presentation, discussion and possible action on the Budget in Brief, Cascading Fives, Environmental Scan, and Regional Trends

4.1 Presentation and discussion of the outcomes of the staff retreat

City Manager Shaun Carey reported that a retreat was held last month with department managers and mid-managers which yielded these issues:

1. **Trust, respect and communication across the board:** Any time an organization goes through the amount of change we've faced recently, these issues become critical. This is not about building trust, but maintaining it. Some of the solutions suggested by senior staff include getting clarification, assuming good intent and keeping open communications (reference: Communication Guidelines in packet). Another critical area is cross departmental understanding of reliance needed to maintain our city functions. This is a good time to instill this value due to the Sustainable Sparks Services Initiative (SSSI), which has brought so much change.

2. **Address employee fatigue and low morale** – We must protect our employees by staying ahead of the economic storm. We've lost over 33% of our workforce and many of our people in key positions are finding it difficult to get away.
3. **Realistic study between resource requirements and service levels** – We are developing our core services to better define where we are by the time we get to our budget process. As Council members, it has become a difficult situation because we are not the same city we were. We are less responsive today than we were in the past. Code Enforcement today is strictly on a reactive basis. We must ensure that the services we are providing with our resources are the most important services to our citizens.

Global understanding of our core services – Communicating our core services to the entire community must be advanced. This is typically a three year journey. Mr. Carey thanked Assistant City Manager Steve Driscoll, Finance Director Jeff Cronk and Community Services Director Neil Krutz for the work they are doing to build this community understanding.

4. **Enhance our approach to economic development** - The Legislature has made some changes to economic development within the state and there will be some key political decisions and policy directions that the Council will make. Our City Planner, Armando Ornelas, Community Services Director Neil Krutz, in partnership with Council members Ed Lawson, Ron Schmitt (Tour Mark Committee) and Ron Smith, Julia Ratti (Sparks Redevelopment Agency), along with the City Manager must take on this issue.

Mr. Carey reported that he has been appointed as the chairman to the Northern Nevada Economic Development Coalition to bring together Reno, Sparks and Washoe County to work on decisions required by AB 449, which is the implementation of the State's new direction on the economy. We have a lot of policy decisions that will involve the Council as to how we want to do this. Do we want to be a super-region? Between now and December, we must define some policy decisions on what our region will encompass (Here to Fallon/Douglas County). Will we work with other agencies like we did with the ARRA funds?

Encourage employee retention and succession planning- City Manager Shaun Carey explained that in many functions we are down to a single resource (like GIS where we just lost our only technician). He thanked the Council for the Employee Development Fund, which allows the city to advance the training for maintaining and building employees. We've heard from the Sewer Plant about the excitement of this opportunity as there will be many employees in the coming years that will reach retirement age at the same time. This training program is just in time to make a difference there.

5. **Work efficiency with our tools and technology** – Technology is the heart of efficiency and this has not been funded in recent years. Part of the key Council policy was the sustainability of making capital investments and we have a start this year. We have \$200,000 going into funding IT issues. City Manager Carey noted that City Works moving back to City Hall has allowed for new fiber optics to be placed in every office in the building.

Mr. Carey reported that other identified issues included the need to fund public safety; simplify and consolidate pay and benefits; increase citizen involvement and build consistent revenues. Facilitator Olsen stated that the ranking of these issues are intended to build these into the

operational plans.

Council member Mike Carrigan raised the issue of economic development, noting personal conversation with investors who need a speedy process for incentive to build. He stated that we need to look at our laws and rules to encourage developers to come here because the investors want to do things quickly. NOW Foods is going in on Vista Blvd. and this business was almost lost due to a TOD rule that the Council put into place. The Council must review our current rules in light of the economy today.

Council member Lawson stated that the process for permits in Sparks does need to be made easier. Council member Ron Smith agreed and asked that Community Services bring back a plan. Council member Julia Ratti agreed also and added that the Council asks Community Services to do more, but then there is no investment made to give the staff resources to get a plan completed.

Councilman Carrigan asked the Community Services Director to tell him what the biggest obstacle is that must be overcome in order to give developers the help. Community Services Director Neil Krutz stated that the biggest obstacle is the zoning code. City Attorney Chet Adams asked for a workshop to review the needs to rewrite the code.

4.2 Discussion and identification of regional trends, emerging issues both internal and external - City Manager Shaun Carey reviewed a list of critical regional trends, which include:

- REMSA/Fire Services
- Business License Application
- Consolidation
- Youth Watch Decline
- Park/Turf Reduction
- Park users increased/adult sports decreased
- Traffic Operations Center/Dispatch
- Sharing Maintenance equipment/people
- Planning Policies and Fiscal Tools
- Regional Crime Analysis
- Scope of Existing Fire Service
- Fire: Define increased Efficiency

Cascading 5's & Environmental Scan:

Management Services: Assistant City Manager Steve Driscoll reviewed the upper level focus for the Management Services Department, which includes the SSSI/core services, stating that technology will be critical for evolving our services with reduced resources. The flood project will be very important for us as a city as the JPA moves forward. He noted that Sparks' involvement in defining the project is essential to protect our citizens with policy and details. Website access to municipal code and other research tools will assist us with getting information to our citizens with less available resources. Opportunities to the outside include the consolidation component. The biggest threats now are fire services and the REMSA issues.

Council member Julia Ratti noted that the Garbage recycling issue is becoming a problem.

Councilman Ron Schmitt noted that the Shared Services for Business Licenses will save time and effort as a joint endeavor. City Manager Shaun Carey noted that there is a need for the elected officials help with moving issues forward at the regional level. He stated that the Shared Services Committee efforts of Councilman Schmitt and Mayor Martini are creating results. There is no capacity for ten regional efforts, but let's take three to five issues and advance them.

Sparks Council members are currently sitting as chairpersons on many boards and have a greater capacity to build accomplishments. City Manager Carey asked for the Council's input and suggestions for issues they feel have the potential to get done. Council member Mike Carrigan noted that he is the chairman of the Regional Planning Governing Board. Councilman Ron Smith is chairman of the RTC. Everyone spends times on the regional boards with nothing getting done. Councilman Ron Schmitt asked if there is a list for the items that there is a possibility to get done. Mr. Carey noted that the REMSA contract review is one of them.

Discussion led to identification of these specific issues for continued regional involvement:

- Business Licensing (Share Services Committee)
- Emergency Medical Services (EMS)
- IT / HR / Purchasing
- Fire Services and dispatch/REMSA is another area in the mix.
- Washoe County is looking for changes for health services and dispatch. Police Chief Keefer reported that dispatch cannot be consolidated because we are running our system cheaper. He stated that when the dispatch system at Reno/Washoe County is overloaded, it automatically rolls over to ours. When there are technical issues, they send dispatchers to our center. Chief Keefer stated that it is imperative to have the Sparks City Council's support because we don't have to entertain this suggestion.

Councilman Ron Schmitt stated that his desire is to stop the useless conversations from absorbing everyone's time and energy, reminding that the regional shared services discussions have been going on for two and a half years, with nothing to show for it. Councilman Carrigan asked what our department managers are spending the most nonproductive time on.

Community Services Director Neil Krutz stated that he spend the most nonproductive time on the Flood Control project. He further stated that what has not been done regionally, the City of Sparks should get done. We need to develop a solution to the project that Sparks can do on our own.

Municipal Court Judge Spoo noted his most nonproductive project is court consolidation, which is semi-permanently on the shelf. The Judge reported that Reno Justice and Municipal Courts co-located a number of years ago and evidence indicates that they are not very happy with just co-location. Consolidation would be a nightmare in practicality. There is a great deal of cooperation between courts. Judge Spoo stated that the regional issues have not changed since he was the Mayor in the 1980s and urged the City Council to just keep being Sparks, doing what is best for our citizens. He also stated that in terms of actual court business there is a huge upswing in domestic violence and almost every police stop/call involves drugs.

Police Department: Chief Steve Keefer agreed that there are current trends of increased domestic violence and drugs are involved in practically everything that happens. Proactive enforcement units work together regionally when needed. All three agencies have a COMSTAT model. Chief Keefer reported that under regional trends, crime is down (2500 cases) for the most part but the

nature of violence is growing. Physical assaults on police officers are up. We are seeing big city crime now in the Truckee Meadows. The number of officers killed nationally is up. Gangs are increasing in membership. Sparks has two officers in the regional gang unit and this is definitely worth the investment and if there were more resources available, Chief Keefer stated that this is where he would use it.

Police Chief Keefer stated that the emerging issue is radios (purchased in 2002) needed for both police and fire units. These units have a five to seven year shelf life and we are moving quickly through year nine. Both police and fire are pursuing grants to help with this large financial need. If unsuccessful in obtaining grants, the price tag will be close to a million dollars to replace both agencies' radios, which are breaking and without support for parts. Washoe County has purchased North Las Vegas' old system which provides about forty units to use for parts to fix old units.

Fire Department: Fire Chief Andy Flock noted emerging fire issues include a significant number of fire staff retiring, leaving a need of future leaders. The Chief stated that there are a lot of changes in leadership regionally, as well as in Sparks. Arson is up and there has been a tremendous increase in juvenile fire setters (78 this year within our region). The Sparks Fire Department has done a good job of minimizing service level reductions in the current economic climate and is the model in the region.

Chief Flock reported that there is an Emergency Medical Services (EMS) proposal to the Washoe County Commissioners today for a regional study with Tri-Data (not associated with REMSA); with a caveat to create a county-wide emergency system through contributions from six agencies (the other five agencies have not made a financial commitment to this).

Chief Flock also stated that consolidation is a non-productive conversation from the Fire aspect, as well as the Reno Emergency Medical Service Authority (REMSA) discussion. Council member Julia Ratti advised that the REMSA franchise agreement says it is automatically renewable unless there is negligence or malfeasance and the District Board of Health feels that their only purview is vested in the regional agreement.

Mrs. Ratti asked the Sparks City Council to request increased transparency in the Emergency Medical Service sphere and to ask Washoe County and City of Reno to do the same. She also requested that the Council ask the appointed representatives (Dr. Denis Humphries from Sparks) for more progress at the District Board of Health. Chief Flock noted that there is an unwillingness to do anything except continue with strict adherence to the franchise agreement.

Finance: Finance Director Jeff Cronk stated that the economy continues to decline. The regional issue is property tax reductions (\$1 to \$3 million). We are awaiting the Assessor's evaluations in October. Sales tax and unemployment are stabilizing. Mr. Cronk noted that his most non-productive time is spent chasing staff turnover.

Parks & Recreation: Parks & Recreation Director Tracy Domingues explained that there are no regional issues from the Parks & Recreation venue at this time and as far as emerging issues, they are stabilizing and need to rebuild the budget. Ms. Domingues reported that the day care numbers go up during new school year. Youth Watch is needed, though numbers have gone down due to loss of jobs, etc.

The Parks Department is unable at this time to meet resident expectations. Grant opportunities are diminishing and if other resources are not obtained, then programs must be cut. City Manager Shaun Carey stated that staff will be coming to the Council at the end of the special events season to review next year's event season and will need policy direction.

Mrs. Domingues asked that budget flexibility be initiated so that fees can be programmed in the same budget year they are collected to help serve the Youth Watch participants that pay the fees. Every program offered now needs to be increased to cover service levels as they rise, but the department is held to a budget expenditure based upon last year's usage.

Councilman Mike Carrigan asked that the Council be advised prior to reducing a Recreation program. Council member Julia Ratti asked if we can build a budgeting system so that if there is growth, our budget systems can respond quickly with flexibility to make good decisions. Mrs. Domingues stated that she recognizes that there are more cuts coming, but the Parks & Recreation Department is down to nine employees. If one more employee is cut, that employee is currently responsible for Larry Johnson Community Center, Youth sports program and the sole person doing the logistics for special events and will cause something to fail. That one person is doing three jobs but that would be the one that would have to go.

Legal Department: City Attorney Chet Adams stated the regional issues that waste his office's time are animal control issues, foreclosures and bringing an increase of breaking and entering cases. There are no Sparks' laws to deal with these issues, so the cases are sent to the Sparks Justice Court who return the cases to Sparks Municipal Court, who has no jurisdiction. It is then sent to the City Attorney's Office. The City Attorney's Office returns it to the police officer and it shows back up in Justice Court.

Mr. Adams noted that emerging issues include an increase in driving while under the influence and domestic violence cases. There are many days when there is only one attorney in his office. The City Attorney's Office is now contracting out for assistance with the criminal cases. Our attorneys are being asked to do more work for less pay and the Victim Advocate position is on the chopping block. Mr. Adams noted that conviction rates are beginning to slip and crime in this region is heavily driven by substance abuse.

Community Services Department: Community Services Director Neil Krutz stated that numbers for permits for new family residences continue to fall. Sparks has an excess of 2000 lots on the books. Mr. Krutz reported that "park workers to park acres" continues to decline and our inability to maintain the parks is growing. Mr. Krutz noted that the one bright place in the Environmental Scan is the Pavement Condition Index (PCI).

Councilman Carrigan stated that the homeowner associations have a lot of money on their balance sheets. He offered to work with Mr. Krutz to create private-public partnerships to repair the parks.

Mr. Krutz reported that emerging issues in the Community Services Department include the condition of the Treatment Plant's assets (built in the 1960's and owned by City of Reno (70%) & Sparks (30%)). Currently there are failures of some systems.

There is also a planned change in the culture at the Plant –to more of a program base. There are twenty (20) separate processes and staff is developing a statistical process control. In the next six

to seven years 75% of the staff will all be at retirement age and the corporate memory will depart so that ties back into the employee succession training planning needed within the city.

The third emerging issue is the regional plan which promotes development within the McCarran loop and the current programs and fees charged, which make it more appealing to go out into the green fields (easier and less expensive to develop there). The Planning staff affirms the need to develop within the McCarran Loop, but we need to retool in order to help that happen. The TOD (Transit Oriented Development) issues tie in to the land use barriers that have come due to the economy, such as NOW Foods. Mr. Krutz stated that the venue to take on the regional planning issues is the Regional Planning Governing Board. Washoe County has approved a change to their master plan but has not taken it forward to the Regional Planning Governing Board where other agencies get a chance to discuss the outcomes this will bring.

The fourth issue is reinvesting in our physical plant (buildings, vehicles, curbs, sidewalks, etc.)

Councilman Schmitt expressed concern about the Regional Transportation Commission fees for both inside and outside the McCarran loop. Mr. Krutz stated we are at the beginning stages of creating a fee update with our regional partners.

Regional Issues-Continue Involvement:

- Business Licensing Consolidation
- Regional Economic Development Model
 - Development Patterns
 - Zoning Code Internal Processes
 - Marketing
- Emergency Medical Services

Non-effective Regional Issues –Stop involvement:

- IT/HR/Purchasing
- Police Dispatch
- Fire Services
- NDOT/RTC Operations Center
- School Bond Board
- Animal Control & Foreclosures
- Flood Project
- Western Regional Water Commission
- Oversight Committee for Schools: Councilman Mike Carrigan stated that it is not useful at all.
- RSCVA: Councilman Mike Carrigan stated that if you are not a downtown casino they don't care (function of this Board is to put heads in beds.). There is no need to have thirteen people on that board.

Council member Ratti discussed the workload to implement the business licensing consolidation and the need for the Sparks elected officials to build understanding with the Shared Service Committee before moving forward with another assignment for staff.

LUNCH BREAK taken at 12:15 p.m.

5. Presentation, discussion and possible action on the Strategic Goals and Citywide Objectives

Facilitator Erica Olsen explained that department managers have created summaries of performance measures and mapped our objectives to give Council a starting point to review the policy level issues.

City Manager Shaun Carey reviewed the twenty-six key external services and three key internal services which support our external services. He outlined a new strategic goal for our core services which reflects Parks & Recreation for quality of life. Mr. Carey noted that the managers have identified the core services that support each goal in the newly revised Strategic Plan.

The Table Breakout discussions were hosted by different leaders (department managers) and Council members moved from table to table (in 10 minute increments) and provided feedback on the goals. Is the goal trending favorable, unstable or unfavorably and is there anything missing? (Total work time: 90 minutes)

		Support		Trending		
		↑	↓	Red	Yellow	Green
Core Goal A. Financial Stability: Maintain fiscal policies to ensure a prosperous, sustainable city.						
	Strengthen and stabilize the city's financial position for sustainability and a balanced budget.	5			1	1 3
	Establish performance-based spending priorities based on core services.	5			3	2

		Support		Trending		
		↑	↓	Red	Yellow	Green
Core Goal B. Employee Relations: Provide a successful and efficient work environment.						
	Improve overall workplace satisfaction by provide a working environment that encourages resourcefulness, appreciation and openness, where employees feel safe in expressing concerns.	4		3	2	
	Focus on employee retention through career development and succession planning to transfer institutional knowledge and skills throughout the organization.	5		1	4	
	Build trust, respect and meaningful, effective communication between and among departments.	5		3		1
	Streamlining employee contracts	5		1		
	Invest in tools needed to do job	4		2		

FY12/13 and Beyond

- Public Safety education (future funding initiative?)
- Examine efforts to improve vacation usage
- Continue focus on evaluating core services and minimum staffing level necessary to maintain surge capacity (and \$ to do so)
- Negotiation Process

		Support		Trending		
		↑	↓	Red	Yellow	Green
Strategic Goal 1. Promote the safety of our residents, businesses and visitors.						
	Maintain Police Services at 2011 service standards levels	6		2	4	
	Maintain Fire Services at 2011 service standards levels	6		2	4	
	Maintain legal representation to the City of Sparks with civil, criminal and victim advocate support.	6		1	5	
	Maintain supervision and enforcement of all court orders.	6		2	3	
	Support the Truckee River Flood Management Authority.	4	2	4	2	

FY12/13 and Beyond

- Public Safety sales tax initiative (public vote)
- Legislative support for foreclosure solutions (who?)
- Legislative support for municipal funding streams
- Increase code enforcement resources (\$)
- Local flood solutions (private funding?)
- Home Rule
- Property taxes 1¢ of cap for Public Safety (public vote)

		Support		Trending		
		↑	↓	Red	Yellow	Green
Strategic Goal 2. Explore and promote opportunities for economic development and special events.						
	Complete and adopt an Economic Development Plan for the City.	5	1	2		3
	Increase special event days by expanding special events to other venues.	6				6
	Increase advertising to gain public brand awareness.	4	2		1	4
	Define the Direction of Victorian Square; set clear goals and implement action plans.	4	2		5	
	Completion and initial implementation of Comprehensive Plan.	6			6	

FY12/13 and Beyond

- Business Parks in Kiley Ranch – Need investment in our city
- Update zoning code (Start in FY11/12)
- Community Development Director needs autonomy (Start in FY11/12)
- Regional progress to fiscally sustainable development patterns
- Hire our own Special Events marketer/coordinator

		Support		Trending		
		↑	↓	Red	Yellow	Green
Strategic Goal 3. Manage resources to keep pace with technology, infrastructure, and sustainability needs.						
Develop/maintain the technology framework to support city operations.	5			5		
Manage the city's infrastructure to the CIP & Regulatory requirements.	5					
Increase Graffiti Abatement Response.	5			5		
Implement energy conservation and generation sources.	4					5
Define Asset Management Plan for Truckee Meadows Water Reclamation Facility (CIP).	4				4	

FY12/13 and Beyond

- Continue funding CIP
 - Realistic look w/Current Assets
- Increase fees for new development
- Program based approach to Curbs, Gutter, and Sidewalk
 - Similar to PCI inventory
- Long-Term solution to Parks Maintenance
- Regional Trail System solution
- Distance-based sewer rates

		Support		Trending		
		↑	↓	Red	Yellow	Green
Strategic Goal 4. Encourage our citizens to interact with their city government and build strong alliances with other government entities.						
Identify Citizen Groups and design and implement an action plan for city government interaction.	6				5	1
Initiate and advance state strategic alliances to improve funding and resource opportunities.	6			1	5	
Initiate and advance federal strategic alliances to improve funding and resource opportunities.	5		1 ¹	3	3	
Evaluate the merit of regional strategic alliances; maintain those of value, and disengage from those with no benefit or potential for advancement.	5		1 ¹	3	3	
Increase volunteer opportunities within the City to engage the community in local government.	6			1	5	

¹. Not supportive under current conditions

FY12/13 and Beyond

- Engagement before issue-driven response
- Celebrate our volunteerism
- Need for a "united message" for involvement
- Find ways to create an "Open House"
- Be "Good" at what we engage (focused)
- Federal focus on Exec Dept \$ and Projects
- Review Ombudsman
- "Volunteer" coordination

- Citizen Academy

		Support		Trending			
		↑	↓				
Strategic Goal 5. Improve and promote quality of life in the City of Sparks.							
	Increase revenue thru sponsorships to develop quality of life initiative. (too vague?)	5		1	1	1	
	Explore acquiring additional facilities to better meet the needs of the community.	2	4	4			
	Secure open space.	3	1	2	2	3	
	Develop a safety plan for the parks.						
	Rebuild budget to support recreational services/activities (FY12-13).	5	1	5			
	Develop Park Maintenance Plan to avoid further decline and safety plan.	5	1	5		1	
	Code Enforcement	6		6			
	Advanced Planning	6				6	

FY12/13 and Beyond

- Solution regional trail system connectivity
- Proactive neighborhood stabilization programs
- Investment in youth prevention programs
- Be "stable" again
- Different park model??
 - If "free"
- Goals/Standards?

(Mayor Martini left at 2:25 pm)

6. Presentation, discussion and possible action on items from the last City Council Workshop

6.1 City Council discussion of and possible direction to City staff regarding a strategic economic development initiative for the City of Sparks

City Planner Armando Ornelas reviewed a strategic economic development initiative and the need to select a consultant for analysis specific to Sparks in order to move this forward. He also highlighted the potential appointment of an economic development council.

Council member Julia Ratti stated that we may not be ready for this at this time without the land use barriers being changed. Council member Mike Carrigan asked that this be brought back to the Council before any action is taken. The scope of work may need to be revised.

Council member Ed Lawson voiced his concerns that AB449 may change the rules. City Planner Ornelas agreed that we need to rework the scope and bring it back to the Council for more direction, noting that the State should have the answers by November 2011. City Manager Carey noted that AB449 requires us to determine whether we will be working with regional partners for the economic development scope.

MOTION: Council member Ed Lawson moved to advise staff to move in a parallel motion to create an economic development scope of work but not put it out until we discover the State analysis in November.

SECOND: Council member Julia Ratti adding that we have an economic development workshop specifically, once we discover what the State is doing.
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

6.2 Update on the Regional Emergency Medical Services Study

Chief Andy Flock reported that in contact with REMSA he was asked that this item be tabled until the Chairman of the REMSA board (Fire Chief Mike Brown of Lake Tahoe) can speak to the REMSA board regarding this issue.

6.3 Presentation, discussion and direction to amend the ordinance and abolish the Historic Preservation Committee.

City Manager Shaun Carey stated that this is a parking lot issue from a year ago regarding a section of our zoning code that required the creation of a Historic Preservation Committee, which has not been formed. Mr. Carey asked if the City Council wishes to revise the ordinance to abolish the Historic Preservation Committee. Council member Julia Ratti stated that she was appointed to this committee. Council member Mike Carrigan suggested we keep it on the parking lot. There was consensus to keep this item in the parking lot for future consideration.

7. Consideration, discussion and possible direction/approval for updating the City Council Rules of Procedure and Communication Guidelines, creating Rules and Responsibilities for the Parliamentarian, Terms of Council Appointments to Boards and Commissions and possible adoption of a Decorum Statement for Sparks City Council Meeting

City Manager Shaun Carey asked if this should be continued to a council meeting when all members are present in September/October. Council member Mike Carrigan asked that this item be resolved now rather than later.

Council member Julia Ratti stated that she would like to move forward with the Communication Guidelines to allow the City Council members to speak to staff, without giving guidance, so that community updates can resume. Council member Mike Carrigan stated that he understands that Council members will be allowed to talk to staff, but just cannot give direction. The City Manager asked that all direction be given to him and to act legislatively in Council meetings.

After a brief discussion of the items, the following motions were considered.

MOTION: Council member Julia Ratti moved to accept the Communication Guidelines as distributed.
SECOND: Council member Ed Lawson
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

City Manager Shaun Carey gave a brief explanation that there have been other agencies that have struggled with the ability to remove disruptive people from public meetings and noted that Washoe County has done much work due to litigation on this topic. Mr. Carey stated that a decorum statement would protect the liabilities of the city and suggested that it might be a good addition to the Council Rules.

The City Clerk explained that Section 8.3 of the City Council rules provides what could be approved by the Council as their Decorum Statement:

8.3 Disruptive conduct: Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer. A person willfully disrupts a meeting when he or she (1) uses physical violence, threatens the use of physical violence, or provokes the use of physical violence, or (2) continues to use loud, boisterous, unruly, or provocative behavior after being asked to stop, which behavior is determined by the presiding officer or a majority of the Council present to be disruptive to the orderly conduct of the meeting, or (3) fails to comply with any lawful decision or order of the presiding officer or of a majority of the Council relating to the orderly conduct of the meeting.

MOTION: Council member Mike Carrigan made a motion to keep our decorum statement as noted in the Council rules and post it outside the Council chambers according to the Open Meeting Law.
SECOND: Council member Ed Lawson
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

Council member Mike Carrigan noted that regarding Boards and Commissions, the Council has purview in the City of Sparks boards, but does not have the ability to change outside boards (such as the RSCVA). Mr. Carrigan noted that if he appointed to a board and chooses to relinquish his seat, that is legal, however, no one can force him to give up his seat if it is a co-terminus appointment.

City Manager Shaun Carey noted that the item regarding Terms of Boards and Commissions was placed in the parking lot and needs to be resolved. Council member Julia Ratti stated that the research provided by the City Clerk last year gave sufficient explanation of the rules. Mr. Carey stated that this could be removed from the parking lot without further action.

MOTION: Council member Julia Ratti made a motion to remove the Boards and Commissions issue from parking lot
SECOND: Council member Mike Carrigan
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

Council member Mike Carrigan stated that the parliamentarian is not here and he feels that this should be tabled until everyone is present.

MOTION: Council member Mike Carrigan moved to leave Parliamentarian in the parking lot till a full council is present.
SECOND: Council member Julia Ratti
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

8. Consideration, discussion and possible direction on an Electronic Agenda process for the Sparks City Council meetings.

City Clerk Linda Patterson presented the proposed process for an all electronic agenda process to begin in September with dual processing and moving to full electronic mode in October. This will complete the electronic process began in 2003 when the Electronic Information Management Systems Coordinator was hired. No funds, other than staff time, have been expended to provide this next step in the paperless system. The Information Technology Steering Committee budget is anticipated to provide I-pads for the City Council after October.

MOTION: Council member Julia Ratti moved to continue with the Electronic agenda process
SECOND: Council member Ed Lawson
AYES: Ratti, Lawson, Smith & Carrigan
NAYES: None
ABSTAINERS: None
ABSENT: Mayor Martini and Council member Ron Schmitt
Passed unanimously with those present

9. Comments

***From the Council and City Manager**

Council member Mike Carrigan stated that regarding the rules for public comment, people who come in with a complaint do not follow our rules. They do not address the Mayor or Council as a body, but Mr. Carrigan stated that it is better to just let them have their 3 minutes and move on rather than trying to remove people. He noted the some of the Council members have thick skins and that he has a big rear-end, and will still have his posterior when they don't have any teeth from chewing on it.

Council member Julia Ratti stated that this was a lot of work to this retreat and thanked everyone for their participation. This makes three retreats in a row that have had productive discussion.

Council member Ed Lawson stated that this has made the most sense for coming up with agreed upon goals. He stated that Sparks is the one making things happen and this will pay off in the long run.

Comments from the Public - None

The meeting was adjourned at 3:13 p.m.