

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 1

A regularly scheduled meeting of the Carson City Board of Supervisors was held on Thursday, November 2, 2000, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 8:30 a.m.

PRESENT:	Ray Masayko	Mayor
	Kay Bennett	Supervisor, Ward 4
	Robin Williamson	Supervisor, Ward 1
	Jon Plank	Supervisor, Ward 2
	Pete Livermore	Supervisor, Ward 3

STAFF PRESENT:	John Berkich	City Manager
	Al Kramer	Treasurer
	Gary Kulikowski	Internal Auditor
	David Heath	Finance Director
	Mark Forsberg	Chief Deputy District Attorney
	Cheryl Adams	Deputy Purchasing Director
	John Simms	Juvenile Service Program Coordinator
	Raymont Saylo	Lieutenant
	Katherine McLaughlin	Recording Secretary
	Pat Hughey	Management Assistant
	Justine Chambers	Senior Purchasing Tech
(B.O.S. 11/2/00 Tape 1-0001)		

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Board Action Request and/or supporting documentation. Staff members present for each Department are listed under that Department's Heading. Any other individuals who spoke are listed immediately following the item Heading. 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.

CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE - Mayor Masayko convened the meeting at 8:30 a.m. Roll call was taken. The entire Board was present constituting a quorum. Rev. Tom Rahme of the First Christian Church gave the Invocation. Mayor Masayko lead the Pledge.

CITIZEN COMMENTS (1-0030) - None.

1. APPROVAL OF MINUTES - JULY 6 AND 20, 2000 (1-0032) - Supervisor Plank moved that the Minutes with the corrections that were presented this morning for the Board of Supervisors meetings of July 6, 2000, and July 20, 2000 meetings be approved. Supervisor Williamson seconded the motion. Motion carried 5-0.

2. AGENDA MODIFICATIONS (1-0061) - None.

3. SPECIAL PRESENTATION - PROCLAMATION FOR "CARSON CITY APPRECIATION DAY", NOVEMBER 2, 2000 (1-0064) - Mayor Masayko explained the Board's desire to acknowledge the volunteers who serve on the numerous City Boards, Committees, and Commissions. Supervisor Williamson elaborated on the purpose of the reception and luncheon and invited these individuals to participate in the reception and luncheon at the City Hall at noon. Mayor Masayko read the proclamation into the record. Supervisor Williamson moved to approve the Proclamation and indicated that all of the volunteers would receive a copy. Supervisor Livermore seconded the motion. Supervisor Bennett complimented Supervisor Williamson on the full page ad recognizing the volunteers. Supervisor Williamson indicated that City Manager's Administrative Assistant Liz Teixeira had written the ad and complimented her on her work. The motion to approve the proclamation was voted and carried 5-0. Mayor Masayko reiterated the reception invitation.

LIQUOR AND ENTERTAINMENT BOARD (1-0115) - Mayor Masayko recessed the Board of Supervisors

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 2

session and immediately convened the Liquor and Entertainment Board. The entire Board was present including Sheriff's Representative Raymont Saylo, constituting a quorum.

4. TREASURER - Al Kramer

A. ACTION ON A CHANGE OF LIQUOR LICENSE MANAGER TO MS. LESLIE KELLEY, SECRETARY OF MARKET MANAGEMENT, INC., DOING BUSINESS AS SHORT STOP MARKET LOCATED AT 1321 NORTH CARSON STREET (1-0125) - Chairperson Masayko reminded her of the Board's expectations of liquor license holders. Leslie Kelley indicated that she would uphold the liquor laws and adequately train her employees regarding them. Member Saylo noted the favorable Sheriff's Investigative Report. Member Plank moved to approve a change of liquor license manager to Ms. Leslie Kelley, Secretary of Market Management, Inc., doing business as Short Stop Market located at 1321 North Carson Street under Carson City Municipal Code 4.13.120, fiscal impact is \$75 investigative fee. Members Livermore and Williamson seconded the motion. Motion carried 6-0.

B. ACTION ON A FULL BAR LIQUOR LICENSE FOR BRAD HERNDON AND DON HERNDON, OFFICERS OF BRAD'S 'N DAD'S, INC., DOING BUSINESS AS JOE BOB'S ROADHOUSE LOCATED AT 1500 HOT SPRINGS ROAD (1-0175) - Both Brad and Don Herndon were present. D. Herndon indicated he was familiar with the Liquor Laws. B. Herndon indicated that the employees would receive appropriate training on them. Member Saylo noted the favorable Sheriff's Investigative Report. Member Williamson noted that they had five similar operations in Reno and Sparks. B. Herndon indicated the firm would open at the end of the month. Member Williamson wished them success in their venture. B. Herndon indicated he would oversee the Carson City operation with the assistance of a manager who will handle the day-to-day operations. This individual's experience in the field was described. He conveyed that in the 13 years of operations there had never been a violation at the Reno and Sparks locations. Member Livermore moved to approve a full bar liquor license for Brad Herndon and Don Herndon, officers of Brad's 'N Dad's, Inc., dba Joe Bob's Roadhouse located at 1500 Hot Springs Road under Carson City Municipal Code 4.13, fiscal impact is \$1,000 original new fee, \$575 Investigation fee, and \$200 per quarter. Member Plank seconded the motion. Motion carried 6-0.

BOARD OF SUPERVISORS (1-0264) - There being no other matters for consideration by the Liquor and Entertainment Board, Chairperson Masayko adjourned the Liquor and Entertainment Board and immediately reconvened the Board of Supervisors session. (The entire Board was present, constituting a quorum.)

5. CONSENT AGENDA

A. FINANCE DIRECTOR - RATIFICATION OF THE EXPENDITURE APPROVAL LISTINGS FOR THE MONTH OF SEPTEMBER 2000

B. CITY MANAGER - ACTION TO ACCEPT THE SETTLEMENT OFFER DATED OCTOBER 9, 2000, FROM AT&T BROADBAND FOR OVERCHARGES FROM JUNE 1997 THROUGH MAY 1998

C. DISTRICT ATTORNEY - ACTION TO APPROVE AN AGREEMENT BETWEEN CARSON CITY AND PINNACLEONE, INC., A DELAWARE LLC, A QUALIFIED PROFESSIONAL MANAGEMENT AND CONSTRUCTION FIRM, WITH AN OFFICE LOCATED IN SACRAMENTO, CALIFORNIA, PURSUANT TO NRS CHAPTER 332 AND CARSON CITY PURCHASING RESOLUTION NO. 1990-R-71 TO PROVIDE PROFESSIONAL AND TECHNICAL SERVICES IN PREPARATION OF POSSIBLE LITIGATION FOR THE CARSON CITY AQUATIC FACILITY PROJECT NOT TO EXCEED THE AMOUNT OF \$25,000 AND OTHER MATTERS PROPERLY RELATED THERETO

D. PURCHASING AND CONTRACTS - ACTION ON THE RENEWAL OF CONTRACT NO. 9899-213 SODIUM HYPOCHLORITE SOLUTION THROUGH JUNE 30, 2001, TO PIONEER CHEMICAL COMPANY AT \$0.57 PER GALLON FOR DELIVERIES OF 4,501 GALLONS OR MORE MADE TO THE WASTEWATER RECLAMATION PLANT, QUILL RANCH, AND AQUATIC FACILITY

E. DEVELOPMENT SERVICES

i. **ACTION ON CONTRACT NO. 9900-131, THE CHILDREN'S MUSEUM NEW HVAC SYSTEM (REBID) FOR APPROVAL OF CHANGE ORDERS 1-5 FOR AN INCREASE TO THE ORIGINAL CONTRACT OF \$5,257.60**

ii. **ACTION ON THE AWARD OF THE BREWERY ARTS CENTER EXTERIOR IMPROVEMENTS (REBID) PROJECT, CONTRACT NO. 2000-022 TO (BIDDER #2) K7 CONSTRUCTION, INC., P. O. BOX 70205, RENO, NV 89507-0205, AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO THE REQUIREMENTS OF NRS CHAPTERS 332, 338, 339 AND 624 FOR A CONTRACT AMOUNT OF \$75,315 AND A CONTINGENCY AMOUNT OF \$5,685**

iii. **ACTION ON CONTRACT NO. 9798-218, JUVENILE JUSTICE CENTER EXPANSION DESIGN SERVICES AND REQUEST OF AUTHORIZATION FOR THE MAYOR TO EXECUTE AMENDMENT NO. 1 WITH GANTHNER MELBY LEE ARCHITECTS FOR A NOT TO EXCEED AMOUNT OF \$4,503.35**

iv. **ACTION ON THE DRAINAGE DESIGN NORTHWEST ALTERNATIVE AGREEMENT PROJECT, CONTRACT NO. 9900-009 TO APPROVE AMENDMENT NO. 1 AND AUTHORIZE DEVELOPMENT SERVICES TO ISSUE CLAIM FORMS TO WRC NEVADA, INC., 1575 DELUCCHI LANE, SUITE 222, RENO, NEVADA 89502 FOR A NOT TO EXCEED COST OF \$15,700 -**

Supervisor Bennett explained her meeting with Finance Director Heath regarding Item A. She was satisfied with her investigation. She had asked that a copy of the expenditure listing be given to the City Manager's office so that the Board could peruse it when desired. Mayor Masayko noted that it is a public document and that a listing is published in the newspaper. Supervisor Williamson moved to approve the eight items on the Consent Agenda; one item under the Finance Director; one item under the City Manager; one item under the District Attorney; one item under Purchasing; and four items under Development Services. Supervisor Bennett seconded the motion. Motion carried 5-0.

6. BOARD OF SUPERVISORS

A. ACTION TO SET DATE, TIME AND LOCATION OF THE GOAL SETTING SESSION FOR THE BOARD OF SUPERVISORS (1-0305) - City Manager John Berkich - Supervisor Williamson indicated she would be out of town on December 1. Supervisor Bennett supported November 17. Supervisor Livermore moved for approval of November 17 at 9 a.m. for the goal setting/economic development workshop meeting. Supervisors Williamson and Plank seconded the motion. Discussion indicated that the Supervisor-elect would be invited to participate. Motion carried 5-0.

B. DISCUSSION AND POSSIBLE ACTION ON LEGISLATIVE MATTERS (1-0348) - None.

C. NON-ACTION ITEMS - INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-0350) - Supervisor Plank reported on his attendance/participation in the following meetings/functions: a Brewery Arts Center reception and the Nevada Day Parade. He thanked the Wells Fargo Bank for allowing the City to use its stagecoach during the Parade. He also explained the Community Center tile project which will be undertaken soon. He thanked all of the staff members who had worked to make it happen. He also complimented Amanda Hammond on her news article regarding him and his wife. Supervisor Williamson reported on her attendance at or participation in the following meetings/functions: her birthday; the Ghost Walk; the Nevada Day Parade; Governor's Industrial Appreciation Luncheon and complimented him and Lt. Governor Hunt on their economic development efforts; the Lucky Spur development concepts; ATG's cultural Heritage festival; United Way activities; and the High School Girls Soccer Team. She reiterated the invitation for the volunteers to participate in the reception and luncheon at the City Hall at noon. Supervisor Bennett reported on her attendance/participation in the following meetings/functions: Nevada Tahoe Regional Planning Agency; TRPA; the Governor's Appreciation Luncheon; Nevada Day activities; and regional economic development. She thanked City Manager's Administrative Assistant Liz Teixeira for the article in the "Capital City Focus". She complimented Andy Burnett for the article on the 395 median beautification project. The agenda for tomorrow's TRPA meeting was limned. She complimented the Ormsby House on the fireworks display. She asked Mayor

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 4

Masayko to send the owners a letter of appreciation. She also indicated that the Silver Springs airport is going well. Supervisor Livermore announced that her retirement dinner is scheduled for January 5 at the Pinion Plaza. He then reported on his vacation. He expressed his appreciation for Elko's decision to have its Nevada Day celebration the weekend before Nevada Day. He then highlighted his Carson-Tahoe Hospital activities and explained the Hospital's intent to have its free flu shot clinic as soon as the serum is available. He encouraged the public to watch the newspaper and television programs for the dates and times. There are limited supplies available for those at high risk. He highlighted and displayed his copy of the Hospital's 2000 Annual Report and Community Supplement. Copies were available for the Board at the office. The monthly Hospital employee magazine was described including an article on the video library which had been established at the Hospital. He thanked the donors for their assistance. He announced the Hospital affiliation meeting scheduled for Monday, November 6, at 11 a.m. Mayor Masayko reported on his attendance/participation in the following meetings/functions: tree planting at Stewart; Airport Authority; the Rendezvous volunteer appreciation dinner; Eagle Valley Middle School open house; Nevada Day events; Children's Museum Trick or Treat activity; and Fritsch School's Project Impact Program including an explanation of the program and its emergency action plan. He announced the Airport Master Plan Workshop scheduled for Saturday, November 4, at 9 a.m. He hoped to complete the master plan approval process by the end of the year. He announced the Grand Opening Ceremony for Costco scheduled for November 10 at 7:30 a.m. He described his efforts to have the Marine band participate in the ceremony. He also explained that the NACO conference is scheduled for next week. His participation in this conference was limned. He proposed to develop the agenda for the next Board meeting, however, was uncertain whether he would be able to attend. He encouraged the elected officials and staff to participate in the convention. Supervisor Bennett explained her need to be out-of-town on the 9th. She would be back on the 14th for a TRPA meeting on the 15th. She indicated that she would be at the Board meeting on the 16th. No formal action was required or taken.

D. STAFF COMMENTS AND STATUS REPORTS (1-0950) - Mr. Berkich elaborated on his plans to participate in a FEMA Project Impact conference in Washington. Mayor Masayko stressed the importance of having a regional emergency recovery plan and suggested that Washoe, Storey, Lyon and Douglas Counties be included. No formal action was required or taken.

7. PARKS AND RECREATION DEPARTMENT

A. PRESENTATION AND UPDATE OF THE SOS! (SAVE OUTDOOR SCULPTURE) GRANT APPLICATION FOR THE CIVIL WAR STATUE "NEVADA'S TRIBUTE TO THE UNION SOLDIERS AND SAILORS" LOCATED IN LONE MOUNTAIN CEMETERY (1-1018) - Cemetery Sexton David Stultz introduced Cindy Southerland. Ms. Southerland explained the SOS program and its listing of the sculpture on its inventory. Its damage was described. A photocopy illustrating the damage was displayed. SOS corresponded with Mr. Stultz informing him of some grant funds which could be used to repair the statue. He immediately contacted Ms. Southerland due to her involvement with the historical statutes in the cemetery. She then described the grant process, the statue's composition, and the funding potential. Matching funds will be required which could be either in cash or in-kind services. Fundraisers will be required and should increase public awareness of the historical value of the City's statutes. A local sculptor with expertise in cleaning/repairing statutes had been contacted about the statue. He will also participate in assessing the statue and developing the repair program. She felt that a decision on the grant should be made by mid-December. Mayor Masayko suggested that next year's Memorial Day activities be tied into a fundraiser and that Supervisor Bennett assume a leadership position in this activity. Ms. Southerland indicated that the statue would be 110 years old next year. Mayor Masayko suggested that either miniature statutes or tokens be considered. Supervisor Bennett agreed to participate. Supervisor Bennett complimented Mr. Stultz, Ms. Southerland, and their assistants for their efforts regarding the Chinese cemetery. Ms. Southerland described the cemetery discovered by a contractor while working on a new building across from the Lone Mountain Cemetery. Plans for these remains and Mr. Foley's offer to install a plaque or memorial on his property were described. The memorial may be installed when the landscaping is planted. Efforts which will be undertaken to prevent vandalism and damage to the sculpture were then limned. Ms. Southerland hoped that the Conservatory would provide some additional ideas. Supervisor

Williamson suggested consideration be given to developing a shelter around it. Supervisor Bennett suggested consideration be given by the Redevelopment Authority toward including art in the downtown area. Mayor Masayko thanked Ms. Southerland for her report. No formal action was required or taken.

B. ACTION ON ALLOCATION OF UP TO \$12,431.50 FOR THE U.S. HIGHWAY 395 MEDIAN ISLAND LANDSCAPING PROJECT (1-1307) - Parks Planner Verne Krahn - A landscape design was distributed to the Board and Clerk. (A copy is in the file.) Mr. Krahn corrected the Option II allocation total to be \$51,055.50. Discussion ensued concerning using the Quality of Life funds for this purpose. Opposition to the use of the Contingency Funds was noted. Parks and Recreation will be responsible for maintaining the medians. The proposal is for two medians. Supervisor Bennett explained her need to contact several potential donors to determine whether they would participate and the level of that participation. Their contributions will be used to offset the Quality of Life funds. The bid award is the next agenda item. Supervisor Bennett thanked Mr. Krahn, Streets Operation Manager Flansberg, Senior Purchasing Tech Chambers, the community and the Board for their support. Supervisor Livermore moved to approve the allocation of an additional \$12,431.50 to complete both of the median islands on U.S. 395 north of College Parkway using the larger rock mulch; funding source is the Quality of Life Parks Capital Beautification. Supervisor Bennett seconded the motion. Supervisor Williamson congratulated Supervisor Bennett on her efforts. She assured the community that the funding would help improve the appearance of the community and the first impression given tourists. Mayor Masayko agreed and indicated that he had received more than a few telephone calls regarding the "Welcome to Carson City" signs. Supervisor Livermore agreed that the expectations regarding the appearance of the community are important. Future Quality of Life funding will, hopefully, be allocated for passive parks and beautification projects. The medians are the beginning of this process. If the funding is not granted at this time, the allocation process used during the budget may use the one shot funds for other items. The motion to approve the Quality of Life funds to complete two medians was voted and carried 5-0.

8. DEVELOPMENT SERVICES

A. ACTION ON AWARD OF THE U.S. 395 MEDIAN ISLAND LANDSCAPING PROJECT, CONTRACT NO. 2000-054, BASED ON FUNDING ALLOCATED BY THE BOARD OF SUPERVISORS IN THE EARLIER BOARD ACTION (1-1592) - Senior Purchasing Tech Justine Chambers - Supervisor Bennett moved that the Board of Supervisors approve the award of the contract for U.S. 395 median island landscaping project, Contract 2000-54, to Benedict Fay Associates of Reno, Nevada, pursuant to the requirements of NRS Chapters 332, 338, 339, and 624 for a contract amount of \$46,790 and a contingency amount of \$4,265.50 for a total contract amount of \$51,055.50. Supervisor Livermore seconded the motion. Motion carried 5-0. Mayor Masayko noted that the motion had failed to include a not to exceed amount and indicated that any additional donations would be used in place of the City funding.

BREAK: A recess was declared at 10:10 a.m. The entire Board was present when Mayor Masayko reconvened the meeting at 10:25 a.m., constituting a quorum.

B. ORDINANCE - SECOND READING - ACTION ON BILL NO. 129 - AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND R. KIRBY REED, TRUSTEE OF THE REED 1985 TRUST AS TO A 42.8571% INTEREST; BERNARD GREENBLATT, TRUSTEE OF THE BERNARD GREENBLATT LIVING TRUST AS TO A 8.5714% INTEREST; GREGORY CRAWFORD AS TO A 8.5714% INTEREST; CECIL H. CRAWFORD, TRUSTEE OF THE CHC 1984 TRUST AS TO A 14.2857% INTEREST; RICHARD M. SMYER, TRUSTEE OF THE EDNA ROSE CRANE CHARITABLE REMAINDER UNITRUST AS TO A 5.7143% INTEREST; HEINZ A. KNOCKE AND RAILI O. KNOCKE AS TO A 4.5714% INTEREST; JOSEPH J. REAM AND KAY S. REAM, CO-TRUSTEES OF THE JOSEPH AND KAY REAM FAMILY TRUST AS TO A 2.8572% INTEREST; ROBYN MOHLER, TRUSTEE OF THE ROBYN MOHLER 1997 TRUST AS TO A 2.8572% INTEREST; DAVE G. HARRIMAN AND ADELE J. HARRIMAN AS TO A 2.8572% INTEREST;

JAMES D. MCDERMOTT AND MARILYN L. MCDERMOTT AS TO A 2.8572%; L. RANDALL HARRIS AND ANN HARRIS, TRUSTEES OF RANNANN, LTD AS TO A 1.4286% INTEREST; JEFFREY R. THOMSON AND MARY ANN THOMSON AS TO A 1.0000% INTEREST; F. DEWAYNE FOSKEY AS TO A .7143% INTEREST; STERLING TRUST COMPANY FBO BONNIE GAY STRATTON IRA AS TO A .6286% INTEREST; RICK STRATTON AND BONNIE STRATTON, TRUSTEES OF THE RICK AND BONNIE STRATTON TRUST AS TO A .2285% INTEREST, REGARDING ASSESSOR'S PARCEL NUMBER 8-053-30 LOCATED AT THE NORTHEAST CORNER OF BROADLEAF LANE AND NORTH CARSON STREET FOR CONSTRUCTION OF STORM DRAINAGE FACILITIES (1-1674) - Street Operations Manager John Flansberg - Supervisor Bennett moved to adopt on second reading Bill No. 129, Ordinance No. 2000-29, AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND R. KIRBY REED, TRUSTEE OF THE REED 1985 TRUST AS TO A 42.8571% INTEREST; BERNARD GREENBLATT, TRUSTEE OF THE BERNARD GREENBLATT LIVING TRUST AS TO A 8.5714% INTEREST; GREGORY CRAWFORD AS TO A 8.5714% INTEREST; CECIL H. CRAWFORD, TRUSTEE OF THE CHC 1984 TRUST AS TO A 14.2857% INTEREST; RICHARD M. SMYSER, TRUSTEE OF THE EDNA ROSE CRANE CHARITABLE REMAINDER UNITRUST AS TO A 5.7143% INTEREST; HEINZ A. KNOCKE AND RAILI O. KNOCKE AS TO A 4.5714% INTEREST; JOSEPH J. REAM AND KAY S. REAM, CO-TRUSTEES OF THE JOSEPH AND KAY REAM FAMILY TRUST AS TO A 2.8572% INTEREST; ROBYN MOHLER, TRUSTEE OF THE ROBYN MOHLER 1997 TRUST AS TO A 2.8572% INTEREST; DAVE G. HARRIMAN AND ADELE J. HARRIMAN AS TO A 2.8572% INTEREST; JAMES D. MCDERMOTT AND MARILYN L. MCDERMOTT AS TO A 2.8572%; L. RANDALL HARRIS AND ANN HARRIS, TRUSTEES OF RANNANN, LTD AS TO A 1.4286% INTEREST; JEFFREY R. THOMSON AND MARY ANN THOMSON AS TO A 1.0000% INTEREST; F. DEWAYNE FOSKEY AS TO A .7143% INTEREST; STERLING TRUST COMPANY FBO BONNIE GAY STRATTON IRA AS TO A .6286% INTEREST; RICK STRATTON AND BONNIE STRATTON, TRUSTEES OF THE RICK AND BONNIE STRATTON TRUST AS TO A .2285% INTEREST, REGARDING ASSESSOR'S PARCEL NUMBER 8-053-30 LOCATED AT THE NORTHEAST CORNER OF BROADLEAF LANE AND NORTH CARSON STREET FOR CONSTRUCTION OF STORM DRAINAGE FACILITIES. Supervisor Williamson seconded the motion. Motion carried 5-0.

REDEVELOPMENT AUTHORITY (1-1775) - Mayor Masayko then recessed the Board of Supervisors session and passed the gavel to Chairperson Williamson. Chairperson Williamson immediately convened the session as the Redevelopment Authority. For Minutes of the Redevelopment Authority, see its folder. Following adjournment of the Redevelopment Authority, Mayor Masayko reconvened the Board of Supervisors session. A quorum was present as noted.

9. REDEVELOPMENT DIRECTOR - ACKNOWLEDGEMENT BY THE REDEVELOPMENT DIRECTOR OF THE WORK PERFORMED BY THE CARSON CITY STREETS DEPARTMENT ON THE TELEGRAPH SQUARE PROJECT IN COMPLETING REPLACEMENT OF GRAVEL WITH PAVERS STONES AND TREE GRATES - See Redevelopment Authority Minutes for this date.

10. COMMUNITY DEVELOPMENT DEPARTMENT - Principal Planner Rob Joiner

A. ACTION REGARDING ADOPTION OF A RESOLUTION SUPPORTING A REQUEST FROM ARTHUR SEAVEY, EXECUTIVE DIRECTOR OF CITIZENS FOR AFFORDABLE HOMES, INC., TO THE WESTERN NEVADA HOME CONSORTIUM IN ORDER TO OBTAIN AN APPRAISAL AND CONDUCT SOME PRELIMINARY ENGINEERING STUDIES IN ORDER TO DETERMINE PROJECT FEASIBILITY (1-1910) - Mayor Masayko introduced Mr. Seavey. Mr. Seavey explained the purpose of the resolution and distributed pictures of the type of homes which could be constructed. (A copy was not given to the Clerk.) He was looking for property which would accomodate between 24 and 30 homes. He proposed to construct eight homes at a time on lots containing approximately 6,000 square feet. Mayor Masayko explained the need to include Community Development in the process. Supervisor Williamson explained her

request for Mr. Seavey to make a presentation to the Board and her support for the concept. Discussion indicated that future consideration(s) of the project may require a fiscal impact statement. Mr. Forsberg agreed to research this issue. Supervisor Plank referenced a Dayton project which he felt illustrated the quality of the projects provided by the concept. Supervisor Williamson moved that the Board of Supervisors adopt Resolution No. 2000-R-49, A RESOLUTION SUPPORTING A REQUEST FROM ARTHUR SEAVEY, EXECUTIVE DIRECTOR OF CITIZENS FOR AFFORDABLE HOMES, INC., TO THE WESTERN NEVADA HOME CONSORTIUM IN ORDER TO OBTAIN AN APPRAISAL AND CONDUCT SOME PRELIMINARY ENGINEERING STUDIES IN ORDER TO DETERMINE PROJECT FEASIBILITY, no fiscal impact. Supervisor Plank seconded the motion. Motion carried 5-0.

B. PRESENTATION TO THE BOARD OF SUPERVISORS OF VOLUME 2 OF THE CULTURAL SURVEY HISTORICAL DOCUMENTATION, PARTIALLY FUNDED BY A GRANT FROM THE NATIONAL PARK SERVICE, CERTIFIED LOCAL GOVERNMENT PROGRAM (1-2105) - Mr. Joiner distributed copies of the document to the Board and Clerk. (A copy is in the file.) He also explained a request to change the Historic Architectural Review Committee's name to the Historic Resources Commission. A copy of the design guidelines will be sent to all of the property owners in the district. Anita Watson's role was described. Board comments thanked Ms. Watson for her efforts. Ms. Watson explained the difficulty encountered in attempting to determine the ownership of various buildings and the decision to attempt to determine the occupants and their employment history. Discussion indicated that the information could be included in the historical information provided by the kiosk. It would take more time to add the first volume. A copy of the document is at the library. A presentation will be made to the real estate board and title officers. All of the historical properties had not been identified. More work will be done as additional grants are obtained. Comments encouraged staff to include the east side and the ranches. No action was required or taken.

C. ACTION ON S-94/95-1(F3) - A FINAL SUBDIVISION MAP REQUEST FROM STANTON PARK DEVELOPMENT CALLING FOR THE APPROVAL OF MOUNTAIN PARK UNIT 7B ON PROPERTY ZONED SINGLE FAMILY 6,000 (SF6) LOCATED NORTH OF NORTHRIDGE DRIVE AND EAST OF THE CARSON CITY FREEWAY CALLING FOR THE DEVELOPMENT OF 16 PARCELS ON APN 2-611-57 AND THAT THE BOARD OF SUPERVISORS ALSO APPROVE THE IMPROVEMENT AGREEMENT FOR THIS PROJECT (1-2379) - Senior Planner Juan Guzman's introduction corrected the staff report to indicate that the property was "west" of the freeway. The improvement agreement was purportedly finalized on Monday. A bond has been provided. A revised landscape agreement has been provide to staff establishing the new dates for different phases of the landscaping project. A copy of this timeline was distributed to the Board and Clerk. (A copy is in the file.) Glen Martel is now responsible for maintaining the landscape timeline. Based on these commitments, staff brought the final map forward for the Board's consideration. Discussion then explained the grading and flood zone. The building pads were located above the flood path and would not create flood problems for properties down stream. Supervisor Bennett then explained a telephone conversation she had had with an individual who had voiced strong concerns about a retaining wall along the cemetery. This area is not part of the project and she agreed to meet with staff regarding the telephone call. Mayor Masayko indicated for the record that Mr. Millard was present. He also noted the Board's previous comments indicating that the developer would be held accountable for the landscaping amenities and that this map would not be approved unless they were caught up. Mr. Guzman indicated that he was satisfied with the amenities. He then explained the bond requirements.

Dwight Millard explained that Phase 7 had been skipped due to the flood issues. He noted the various agencies involved with removing the area from the flood plain. He felt that the area of concern was near Lone Mountain. Supervisor Bennett agreed and indicated that she would tour the area. He then explained his concern regarding flood channels and suggested that the Board develop a better management method. He specifically asked that signage be provided at the Blackwell Pond/Detention Basin to indicate the hazard which could be present during and after heavy rain storms. Board comments supported his suggestion. Discussion then explained the setbacks for the homes along the freeway and a wall which could be used for part of the bicycle path. Mayor Masayko pointed out that the multi-use path in that area may look like "a mountain pass" due to the two retaining walls. Mr.

Guzman complimented Mr. Millard on his innovative approach to the project, e.g., the fences, line of sights, and other safety features.

Supervisor Bennett moved that the Board of Supervisors approve S-94/95-1 (F3), a final subdivision map request from Stanton Park Development calling for the approval of Mountain Park Unit 7B on property zoned Single Family 6000 located west of Northridge Drive and east of the Carson City Freeway calling for the development of 16 parcels on APN 2-611-57---. Comments noted the correct direction. Supervisor Bennett amended her motion to be west of the Carson City Freeway and continued her motion with calling for the development of 16 parcels on APN 2-611-57 based on the findings and subject to the conditions of approval contained in the staff report and also to approve the improvement agreement for this project. Supervisor Plank seconded the motion. Motion carried 5-0.

D. ORDINANCE - SECOND READING - ACTION ON BILL NO. 130 - AN ORDINANCE EFFECTING A CHANGE OF LAND USE ON TWO RESIDENTIAL PARCELS FROM SINGLE FAMILY 6,000 (SF6) TO RESIDENTIAL OFFICE (RO) ON PROPERTY LOCATED AT 1303 MOUNTAIN STREET, APN 1-141-01, AND 700 FLEISCHMANN WAY, APN 1-141-20, CARSON CITY, NEVADA, AND OTHER MATTERS PROPERLY RELATED THERETO (1-2814) - Senior Planner Juan Guzman - Mayor Masayko indicated that Hospital Property Manager Kim Mason was present. He also indicated that he had not received any comments regarding the ordinance since the first reading. He also indicated that the surrounding property owners had been contacted about changing their zoning to match the proposed zoning. They will be presented in the future. Supervisor Livermore indicated that as the Board's liaison to the Hospital Board of Trustees he had not received any comments. Public comments were solicited but none given. Supervisor Livermore moved that the Board of Supervisors approve Z-00/01-1, Bill No. 130, Ordinance No. 2000-30 on second reading, AN ORDINANCE EFFECTING A CHANGE OF LAND USE ON TWO RESIDENTIAL PARCELS FROM SINGLE FAMILY 6,000 (SF6) TO RESIDENTIAL OFFICE (RO) ON PROPERTY LOCATED AT 1303 MOUNTAIN STREET, APN 1-141-01, AND 700 FLEISCHMANN WAY, APN 1-141-20, CARSON CITY, NEVADA, AND OTHER MATTERS PROPERLY RELATED THERETO. Supervisor Williamson seconded the motion. Mayor Masayko indicated there is no fiscal impact. The motion was voted and carried 5-0.

BREAK: A recess was declared at 11:20 p.m. in order for the Board to attend the "Carson City Appreciation Day" reception at City Hall.

A RECEPTION CELEBRATING "CARSON CITY APPRECIATION DAY" HELD FROM 12:00 NOON UNTIL 1:30 P.M. IN THE LOBBY AT CITY HALL, 201 NORTH CARSON STREET, CARSON CITY, NEVADA - Supervisor Williamson welcomed the volunteers and participants. She thanked them for coming and for their dedicated services to the community. Plaques and copies of the Proclamation declaring the day "Carson City Appreciation Day" were given to the volunteers. She urged them to partake of the lunch and to tour the building. Planning Commission Chairperson Allan Christianson thanked the Board and City staff for the recognition. (A quorum of the Board was in attendance. No formal action was taken or required.)

RECONVENE: Mayor Masayko reconvened the Board meeting at 1:30 p.m. The entire Board was present constituting a quorum.

11. BUILDING AND SAFETY - Building Official Phil Herrington

A. ACTION TO APPROVE THE FINDING THAT THE PROPOSED ORDINANCE AMENDING CHAPTER 15.05 OF THE CARSON CITY MUNICIPAL CODE REGARDING AN INCREASE IN BUILDING PERMIT FEES AS CODIFIED IN THE 1997 UNIFORM ADMINISTRATIVE CODE AND THE RESOLUTION CREATING AN ENTERPRISE FUND FOR THE BUILDING PERMIT FEES DOES IMPOSE A DIRECT AND SIGNIFICANT ECONOMIC BURDEN UPON A BUSINESS OR DIRECTLY RESTRICTS THE FORMATION, OPERATION AND EXPANSION OF BUSINESS (1-2928)

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 9

- Mr. Herrington noted the executive summary and the budget documents which had been distributed to the Board. (Copies were given to the Clerk and are included in the file.) He then introduced the team members who were present and read from the staff report and other documents. He described the fees assessed different types of structures. The fee increase would be mitigated by the increased services and by the lack of negative comments from the businesses which would be impacted. Discussion indicated that the impact statement was required due to the increase in fees and not due to the establishment of an enterprise account. The statement will be on file for the next 30 days. During that period anyone could object to it. The proposed increase was felt to be significant. Public comments were solicited but none given. Discussion between the Board and Mr. Herrington indicated that there would also be an increase in the fees assessed for small "mom and pop" home improvement projects. Clarification indicated that the 61 percent fee was an average for all of the fees across the board. Some fees may experience less of an increase. The valuation used for a project played a part in the fee assessment. The larger projects, e.g., Lowes and Costco, subsidize the smaller projects. Board comments stressed the need for copies of the current and proposed rate schedule and the valuation chart. Mr. Herrington explained the information used to establish the value and its use to determine the fee. Carson City had never used the national fee structure. This proposal does use it. (2-0010) Mr. Herrington assured the Board that all contractors are treated the same in the valuation process. The "mom and pop" applicants are walked through the process to assure that they understand the entire process and have not overstated the values or included items which should not be there. Supervisor Bennett reiterated the need for a comparison of fees illustrating the current and proposed fee structures. She also asked that the One Stop Shop include an appeal process including an ability to appeal the fee structure. Mr. Herrington indicated that the Board of Appeals for the Building and Fire Codes handles appeals of the Code and the fee structure. The Board of Appeals was established by ordinance and is part of the Code. A copy of the fee structure was given to the Board. (A copy was not given to the Clerk.) Mayor Masayko pointed out that the budget had been constructed around the 61/59 percent fee increase. If the projects fail to materialize, the budget will not be reached. Mr. Herrington agreed that the revenue would be based on the "whims" of the building industry. There is no guarantee that it will be met. Supervisor Plank explained his experience indicated that it would cost the Department more to inspect his "mom and pop" project than to inspect a contractor who has a number of projects. Mr. Herrington agreed. Supervisor Plank felt that this meant that the "mom and pop" project would be subsidized by the contractor. Mr. Herrington again agreed. Clarification indicated that the proposed budget was an guessimate based on a 59 percent overall fee increase. The permit figures were based on current activities. If the permits decrease, an adjustment in expenditures will be required. An enterprise fund must operate like a private business. The \$500,000 provided from other Departments was based on their documentation/guessimates concerning the amount of time dedicated to the current process. The employees who perform these functions will be assigned to the One Stop Shop. Additional personnel will not be acquired except for contracted employees on a one project basis. Mayor Masayko returned the discussion to the impact statement. **Supervisor Bennett moved that the Board of Supervisors approve the finding that the proposed ordinance amendment Chapter 15.05 of the Carson City Municipal Code regarding an increase in Building Permit Fees as codified in the 1997 Uniform Administrative Code and the Resolution creating an Enterprise Fund for the Building Permit Fees does impose a direct and significant economic burden upon a business or directly restricts the formation, operation or expansion of a business, fiscal impact is not known at this point. Supervisor Plank seconded the motion.** Discussion indicated that there is an impact which was being discussed. The Statutes do not prohibit the Board from increasing the fees as long as the impact is acknowledged through the statement. Mr. Herrington also indicated that the impact would be mitigated by the increased service level, the impact statement, and the 30 day appeal process. **The motion to approve the finding as indicated was voted and carried 5-0.** Mayor Masayko reiterated the public's ability to appeal the fee increase during the next 30 days.

B. ACTION TO APPROVE A RESOLUTION CREATING AN ENTERPRISE FUND FOR BUILDING PERMIT FEES (2-0244) - Development Services Director Andrew Burnham, Assistant Fire Chief Steve Mihelic, Utility Operations Manager Tom Hoffert, Environmental Health Director Daren Winkelman, Principal Planner Rob Joiner, John Anderson, Builders Association of Western Nevada Vice President Ron Kipp, Builders Association of Western Nevada President Tom Metcalf, Finance Director David Heath - Discussion indicated that the Department providing the service for the One Stop Shop will bill the enterprise fund for those

services. Some of these individuals do not spend 100 percent of their time on building permits. Adequate charge back records must be maintained to support the fee assessed to the fund. Estimates should not be accepted. Mr. Burnham agreed. Mr. Herrington described the workcard which was being developed to support the fee assessment. Mr. Mihelic described his understanding of how the program would work. He indicated that his Department provides approximately eight hours of service per week. He hoped that it would not become a 40 hour a week position without additional resources/personnel. Mr. Herrington agreed that the Departments would discuss and develop a process for handling the program so as to not place an undue burden on others. Mayor Masayko indicated that this should occur continually regardless of the needs. He also indicated that the balance of the individual's time should be dedicated to other services and that only the time required would be assessed to the fund. Discussion indicated that there are professionals who can conduct both building and fire inspections. It may be necessary to contract with such individuals from time to time to meet the increased workload. Any permanent employee increases must be approved by the Board. If the demand and revenue are not available to support the position at some future period, the Board could eliminate the position as provided within the bargaining unit agreements and NRS. Discussion agreed that such cutbacks are difficult decisions to make. Assistant Fire Chief Mihelic explained his reluctance to hire outside contractors due to concerns regarding liability and the bargaining unit agreement. He also felt that if the City's cost is higher than private industry, the fee assessment process would need to be re-evaluated. Use of part-time employees should also be considered.

Discussion indicated the fee structure is part of the Ordinance for First Reading. Mayor Masayko then ruled that discussion would occur on the next agenda item.

C. ORDINANCE - FIRST READING - ACTION ON AN ORDINANCE AMENDING TITLE 15 (BUILDING AND CONSTRUCTION) OF THE CARSON CITY MUNICIPAL CODE CHAPTER 15.05 (BUILDING CODE), SECTION 15.05.010 (ADOPTION OF THE UNIFORM BUILDING AND RELATED CODES) BY DELETING REFERENCES TO THE ADOPTION OF THE PERMIT FEE SCHEDULES IN THE 1982 UNIFORM ADMINISTRATIVE CODE AND AMENDMENTS THERETO AND THEREBY ADOPTING THE 1997 UNIFORM ADMINISTRATIVE CODE IN ITS ENTIRETY INCLUDING THE PERMIT FEE SCHEDULES THEREIN AND OTHER MATTERS PROPERLY RELATED THERETO (2-0492) - Mr. Herrington indicated that the Legislature had capped the fee increases. The concept does not exceed that cap but does establish the enterprise fund. The fee structure had been the same since 1979. The valuation portion of the fee structure had been increased in 1997. An analysis of the revenue picture will be provided to the Board during the budget process so that the Board could act appropriately. Mr. Herrington then described the process which would be used in the future to increase the fees including meetings with the Builders Association and the Chamber of Commerce. Board approval is required before implementation.

Mr. Hoffert explained his concern that the two employees at Utilities not be relocated due to other duties which they perform. Their services would be documented and charged appropriately. Although the number of individuals performing the duties could be more than two but the manhours would equate to two. This is the same level as had been provided previously. Some of the larger projects have been contracted to keep from increasing staffing levels. These contracts are project specific. Discussion indicated that if the workload or a project creates a manpower problem, Mr. Herrington would be able, as the manager over the One Stop Shop, to obtain contracted services. This would meet any obligations/timeframes. Mr. Herrington agreed that there is a pool of local individuals from which he could draw to meet the service requirements. He also explained that the service demands do not fluctuate radically. The Department was well aware of the fact that Costco would be coming and had prepared for it. The One Stop Shop would provide the necessary resources to address such activity on a continual basis if there is a large run of big projects. There is dedicated personnel who handle only the small projects. The current process limits submittal of these projects to just Tuesdays. The One Stop Shop will allow them to be submitted throughout the week. Mr. Hoffert also pointed out that the new design standards manual will help them develop their projects. It decreases the workload when it is followed. Comments stressed the need for the Departments to work together on allocating time to the One Stop Shop and dedication of resources. Control over the One Stop Shop was spelled out in the Resolution. Communication on the program has been developed, is

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 11

continuing, and will continue to occur in order for the One Stop Shop to function. The Letter of Understanding developed with the One Stop Shop three years ago remains enforce. Mayor Masayko pointed out that the concept would make the One Stop Shop function like a business. This would include justification for the staffing level.

Supervisor Williamson voiced her objection to the proposed fee reduction for standardized plans based on its reversal of the fee structure based on the valuation process. A discount is not given for well drawn plans regardless of the value. A fee increase is not required for poorly drawn plans. Mr. Herrington explained that the fee structure could not anticipate all of the types of projects which would be submitted, i.e., larger projects subsidize smaller projects. Justification for this was provided. He also explained that, if the Board wished to eliminate the discount, Item 6 in the Ordinance should be revised to stop the sentence at Code. Mayor Masayko explained the proposal as it would allow a reduction in the fees for plans which are used over and over within the same subdivision. Mr. Herrington responded by explaining a service which does not have a fee.

Mr. Winkelman indicated his support for the comments as made by Messrs. Mihelic and Hoffert. Mr. Joiner explained that the original proposal had been for a "Cadillac". He also indicated that his Department provides a lot of services without a fee. He felt that the same Planner should be involved throughout the process or it would require more comprehensive documentation to make sure that the conditions are fulfilled. Mayor Masayko agreed that it would require communication, specifically, at the time when more services are required than can be provided. Communication must be maintained between the Departments and with the Board. Clarification indicated that the services which had not been charged for previously are now included within the One Stop Shop plan. Mr. Herrington stressed that the One Stop Shop is only doing the building permits at this time. Mr. Joiner indicated that he does not charge back to the One Stop Shop. Clarification then indicated that the budget for the Enterprise Fund included administrative charges as well as the hard costs for personnel, computers, etc. Comments also indicated that the program will be revised as necessary based on the philosophy required for a business to succeed.

(2-1065) Mr. Anderson expressed his satisfaction with the Building Department as it currently functions. He felt that the packet failed to acknowledge the known fiscal impacts. He pointed out the staffing concerns expressed by the Departments. He questioned the allocation of funds generated by the increase in fees and the General Fund allocations which the fee increase would replace. He pointed out the different fee increases for different project valuations. The 59/61 percent was an overall average. Until his questions are answered, he asked that no changes occur. The benefits and services provided by the One Stop Shop were commended. The Enterprise concept would only work if under the jurisdiction of one person. All of the people working under it should be employed by that individual whom he felt should be Building Official. If this does not occur, he would oppose the establishment of an Enterprise Fund. He also questioned the need for an oversight committee as the Utility Department functions under the enterprise process and its Director reports to the Board of Supervisors. The same process should be used for this enterprise fund. If the oversight committee is continued, then it should be re-established and handled the same as the other committees and commissions established by the Board. He also felt that the fee increase should be the same and that the standardized plans should not be given a reduction. He agreed to continue subsidizing the small "mom and pop" projects. He also suggested a two year phasing in period. He could not justify a 60 percent fee increase based on the current service level. Mayor Masayko responded by expressing his feeling that although the fee increase may not be appropriate, there are services which are being provided which have not been assessed a fee under the building permit process. Someone, somewhere is paying for those services. There are advantages to the proposal. He could not see the benefits of transferring all of the employees, particularly those who do not spend 100 percent of their time on building permits, and questioned what they would do to fill the remainder of their time. It may also create staffing problems for some Departments due to the loss of employees who had handled multi-duties. Mr. Herrington agreed to consider phasing the project. The oversight committee provides public sensitivity which he had not had previously. Mayor Masayko supported Mr. Anderson's point that the fee increase may provide extra funding. Supervisor Plank pointed out the positions which had been funded with one shot monies which could be funded with the extra funds freed up by establishing the Enterprise Fund. They could also be used to increase the salaries for the Fire Department and Sheriff's Department to make it easier to recruit. Board consensus indicated that Mr. Berkich and Mr. Heath should report back to the Board on how the funds were being allocated. Supervisor Livermore stressed that these funds should not be included in the CIP funds.

Supervisor Bennett reiterated her request that a two year sunset clause, that semi-annual reports be provided, and that performance criteria/evaluation be added to the Resolution. Justification for her requests were provided and questioned the type of services which would be required when the City reaches 90 percent buildout.

(2-1355) Mr. Kipp explained his involvement with the process and support for the program. He agreed that the Building Department was one of the best when dealing solely with building permits. When other permits are required, problems are encountered. The builders were willing to provide the resources through the fee structure to improve that process. He also felt that when buildout is approached, more demolition permits will be required and new building permits will be obtained for the vacated area. This is the normal cycle. The concept is to have one individual in charge of the entire process. Mayor Masayko questioned whether the funding level would be adequate at \$500,000. Mr. Kipp pointed out that under the enterprise concept all fees are retained and not spent for other items. He then explained the reasons for feeling that the oversight committee's composition was appropriate and should be retained. He also suggested that the Utility Division consider having an oversight committee to review its process.

Discussion between Mr. Anderson and Mr. Herrington indicated that the fee structure could be set at any point desired. Mr. Anderson then suggested that the fee structure be set at 50 percent and modified as required later. Mayor Masayko then indicated that this had been his suggestion.

Mayor Masayko then pointed out that the Board needed to make a decision regarding the management structure which would create the enterprise fund. This would also provide the flexibility within the management structure to adjust the building permit fees as deemed necessary. Then it will be necessary to determine whether to raise the permit fees; what to do with the One Stop Shop Oversight Committee; and the type of reporting structure desired. He then returned the discussion to Item 11. B.

B. ACTION TO APPROVE A RESOLUTION CREATING AN ENTERPRISE FUND FOR BUILDING PERMIT FEES (1-1490) - Supervisor Bennett reiterated her support for the resolution with the inclusion of a two year review process and an optional two year renewal with semi-annual reporting as a seventh item. Justification for the review and renewal were provided. Comments indicated that an enterprise fund could be created or eliminated under the Department of Taxation's rules. Supervisor Bennett also suggested that Item F in the resolution be revised to require that the oversight committee be under the Board of Supervisors. Mr. Burnham suggested that the revision state as appointed by the Board. Mayor Masayko suggested this revision be considered later. Mr. Herrington suggested that the Committee be established under the City Manager as it is a user committee. Supervisor Bennett felt that as a new program, better communication is required. Mr. Berkich explained the different reporting programs for City Manager and Board committees. Supervisor Bennett indicated this is a policy decision which the Board should determine. Mr. Herrington indicated that it currently is only an advisory committee and lacked the ability to dictate the allocation of funds. It reviews the service levels and determines the impact of any suggestions staff may propose to the Board. Supervisor Livermore supported a two or three year sunset clause and questioned the need for two or three year reconsiderations. He asked that the Chief Building Official's job description be attached to the resolution. He also felt that the Board should, through the budget process, review the permit fees which will provide a balanced budget. This allows the Board to maintain its oversight on the discretionary funding. He stressed the need to use contract personnel as indicated in Item G. He asked that the budget documents include the staffing level which counts and tracks the number of employees. Justification for this requirement was provided.

Mr. Anderson reiterated his request that the oversight committee be revised as the current process prohibits involvement by others who do not belong to the Builders Association. An individual representing the general public should be included. This person should not be connected to the building industry. Minutes are not available regarding the Committee. Duties are not spelled out. The Building Department needs a balance. He questioned what the committee advises. Supervisor Bennett agreed. Mr. Anderson asked how one would know if the goals are met if they have not been established. Mayor Masayko supported establishment as an oversight committee under the City Manager. Supervisor Plank stressed the need for the committee to be advisory and not

micro-manage.

(2-1725) Mr. Metcalf explained that the advisory committee had been meeting monthly for three years. It includes City staff as well as members of the Builders Association and Chamber of Commerce. The committee has discussed the need to open the committee including establishment of a Board appointed committee. Suggestions were welcomed. He stressed the lack of an advisory committee for the Utility Enterprise Fund. He suggested that all of the enterprise funds have advisory committees. Mayor Masayko reiterated the need to discuss these issues at another meeting. He reiterated his suggestion that the committee be advisory, oversee the Enterprise Fund, report to the City Manager, and not be confined as to its size or participation. The two year reviews could determine what revisions should be made.

Mr. Heath then explained that, if it does in fact require \$1.3 million to operate the Department, the budget for next year would include a \$250,000 subsidy from the General Fund. If the fund is not self-sustaining within five years, it must be eliminated. Mayor Masayko indicated that the Board's mission is to assure that the fund is self-sustaining. It will also be necessary to provide adequate documentation to justify any General Fund or Enterprise Fund charge backs. He could not justify the 5.3 staffing level. The \$250,000 should provide adequate resources to meet the service level demands even if contracting is required. Adjustment could be provided during the budget process. He did not feel that the proposed funding level is a true reflection of the funding currently provided by the General Fund. Without better records, the actual figure cannot be determined.

Mr. Mihelic indicated that his eight to ten hours a week is only for plan checking. This does not include the building permit process. One person a year may be committed to building permits. He has the records to justify this position and time allocation. If the building permits go up, he will need help. Mayor Masayko agreed that more service could not be provided without the necessary resources. The location of this person is a matter of schematics. Mr. Mihelic also pointed out the need to be cognizant of the bargaining agreements, federal and state restrictions on contract employees. Mayor Masayko requested that notice be provided when or if problems are encountered regarding the staffing levels. Supervisor Livermore questioned the legal responsibilities and whether contractors could be used to do Fire Department inspections. Mr. Mihelic indicated that these duties are delegated to the Fire Chief by ordinance. Supervisor Livermore pointed out that the contracted employees lack the protection provided by local ordinances when performing the inspections and services. The Department would still have to provide the necessary oversight. Mr. Mihelic indicated that he and Mr. Herrington must work together due to their responsibilities. Mr. Herrington agreed that the contracted employee could not provide approvals for alternatives or sign a certificate of occupancy. They do perform the mechanical process of review based on standards established by the City. The City must establish how interpretations are made and the City Building Official is held accountable for those decisions.

Supervisor Bennett moved that the Board of Supervisors adopt Resolution No. 2000-R-50, A RESOLUTION CREATING THE ENTERPRISE FUND FOR BUILDING PERMIT FEES as presented with the following amendments: Item No. 7. This resolution creates an enterprise fund for a two year period with options for future renewal at the Board of Supervisors discretion; No. 8. In the two year period the enterprise will submit to the Board of Supervisors semi-annual reports which includes but is not limited to the allocation of resources, budgeting, staff levels, performance appraisals, and customer satisfaction, and there may be others that the Board wishes to have reports on, and, finally, in Item F. Direct the City Manager to establish a one stop shop committee as advisory committee for the enterprise that will include at least one member of the general public. Supervisors Livermore and Plank seconded the motion. Discussion explained for Mr. Anderson that the permit fees would be considered after the vote on the motion. Discussion by the Board also indicated that the job description for the Chief Building Official's position is to be developed as quickly as possible and that the current staffing level be attached to the modified resolution. Mr. Berkich agreed to provide this information. The motion to adopt the revised resolution was voted and carried 4-0.

C. ORDINANCE - FIRST READING - ACTION ON AN ORDINANCE AMENDING TITLE 15 (BUILDING AND CONSTRUCTION) OF THE CARSON CITY MUNICIPAL CODE CHAPTER 15.05 (BUILDING CODE), SECTION 15.05.010 (ADOPTION OF THE UNIFORM BUILDING AND RELATED

CODES) BY DELETING REFERENCES TO THE ADOPTION OF THE PERMIT FEE SCHEDULES IN THE 1982 UNIFORM ADMINISTRATIVE CODE AND AMENDMENTS THERETO AND THEREBY ADOPTING THE 1997 UNIFORM ADMINISTRATIVE CODE IN ITS ENTIRETY INCLUDING THE PERMIT FEE SCHEDULES THEREIN AND OTHER MATTERS PROPERLY RELATED THERETO (1-2062) - Building Official Phil Herrington, Development Services Director Andrew Burnham, John Anderson, Dale Brown, Builders Association President Tom Metcalf, Deputy District Attorney Neil Rombardo - Discussion indicated that the Committee supported the recommended increase and had considered several other alternatives. The concept to discount repeat designs to \$100 was explored. Clarification indicated that the fees under discussion were for building permits and for plan checks. The repeat fee dealt with the plan checks. The building inspections are part of the building permit which is not discounted. The repeat building plan would have to be used in the same subdivision. Comments indicated that the consumer may not see the different plan check fees as the builder pays them. Supervisor Bennett felt that this is an issue which should be reconsidered in six months and supported the suggested fee schedule as submitted.

Mr. Anderson felt that only two builders would be able to obtain a fee break which was unfair treatment. The consumer would not see the break. The \$300 fee was worth getting the permit. There are many builders who are not represented by the Builders Association and are not represented in the process. It should be an even playing field.

Mr. Brown supported Mr. Anderson's comments and described his construction business which does only spec homes. He agreed that he could develop a subdivision but supported having a standard fee for all.

Mr. Metcalf explained that the oversight committee had not made the recommendation to charge a discounted plan check fee. Mayor Masayko responded by explaining that there are builders who felt that it was justified as they do the same plan over and over. Mr. Herrington explained that staff had developed the discount due to the builders' feeling that reusing the same plan did not require additional time for plan check. In order to make the process as simple as possible he was willing to eliminate the discount from the ordinance. Mayor Masayko indicated that he had spoken to a production builder and had committed to supporting the clause if it is critical to the program. He assumed that it was not a critical clause, therefore, he would support the revision. Mr. Herrington indicated that the production builders had been advised about the issue and that the clause may not prevail. They were invited to participate if they had strong feelings regarding it.

Discussion indicated that the ordinance contemplated a 61 percent fee increase. Discussion indicated that if the fee increase was to be 50 percent, the ordinance should adopt the 1997 Code at a 50 percent rate. Discussion indicated that this would generate half of the fees projected. Discussion ensued concerning the amount of fees which would be generated at a 33 percent rate. Mr. Herrington suggested that staff bring the ordinance back with the revisions at the next meeting. Mr. Metcalf reiterated that the committee had worked on the concept for 36 months and urged the Board to adopt the fee structure as proposed. The resolution had provided all of the necessary checks and balances that should be required. The six month period should provide adequate time to monitor the revenue flow. It could be revised in six months if necessary. Mr. Herrington indicated that the staffing cost was approximately \$380 or \$390,000. The administrative costs account for the remaining \$500,000. A fee reduction would reduce the service level. The semi-annual reports would provide adequate time to react if necessary. Discussion indicated that a balanced budget would be provided regardless of the funding level, however, the service level may not be adequate. Supervisor Plank urged the Board to adopt the ordinance as the committee had recommended. The funding level was based on the best information possible. If not funded at that level, other taxes and revenue sources would have to be used to meet the shortage.

Supervisor Bennett moved that the Board introduce on first reading Bill No. 131, AN ORDINANCE AMENDING TITLE 15 (BUILDING AND CONSTRUCTION) OF THE CARSON CITY MUNICIPAL CODE CHAPTER 15.05 (BUILDING CODE), SECTION 15.05.010 (ADOPTION OF THE UNIFORM BUILDING AND RELATED CODES) BY DELETING REFERENCES TO THE ADOPTION OF THE PERMIT FEE SCHEDULES IN THE 1982 UNIFORM ADMINISTRATIVE CODE AND AMENDMENTS

THERETO AND THEREBY ADOPTING THE 1997 UNIFORM ADMINISTRATIVE CODE IN ITS ENTIRETY INCLUDING THE PERMIT FEE SCHEDULES THEREIN AND OTHER MATTERS PROPERLY RELATED THERETO, and that the ordinance is subject to review in six months when a budget has been established. Following Mayor Masayko's suggested wording, **Supervisor Bennett amended her motion to be during the 2001-2002 budget review process and continued with a revision to Item 6 of the ordinance to read "The 1997 Uniform Administrative Code period".** Mr. Rombardo explained that the Bill could not include the reconsideration clause. If the Board wished to reconsider the ordinance in six months, it had the power to do so. **Supervisor Bennett amended her motion to remove the six month review. Supervisor Plank seconded the motion.**

Mr. Anderson expressed his feeling that the Board needed a business plan with measurable, definable goals which should be tied to the \$500,000 in order to track the success of the venture. Increased fees would be requested and justified with performance requirements. He had not heard anything during the meeting to justify the fee increase.

Mayor Masayko agreed that the presentation should have been clearer regarding the funding needs. Supervisor Livermore suggested that a preliminary budget be provided at the second reading. Mr. Herrington indicated that the preliminary budget had been presented in April during the budget process. A copy was not available. He agreed to provide copies at the next meeting. Mayor Masayko directed Mr. Herrington to provide Mr. Anderson with a copy. **The motion to introduce Bill 131 as amended on first reading was voted and carried 4-0.**

BREAK: A recess was declared at 4:15 p.m. A quorum of the Board was present when Mayor Masayko reconvened the meeting at 4:23 p.m. although Supervisor Williamson was absent.

12. CARSON CITY COMMUNITY TRANSPORTATION - General Manager Marc Reynolds - **STATUS REPORT ON TRANSIT OPERATIONS (2-2748)** - Finance Director David Heath, Washoe County RTC Principal Planner for the Public Transportation Section David Jickling - Mr. Reynolds reviewed his overhead slides. (A copy is in the file.) Discussion indicated that the growth factor is within the resource's ability. Public ridership had increased as a result of the PRIDE service. Internal staff issues had created the decrease in on-time service. Resources are being used more efficiently with the increase in passengers per trip. Two new vehicles will be delivered later in the month. The two used diesel vehicles had decreased the fuel costs. NDOT may consider changing the new vehicles to diesel. His involvement with the Community Transportation Systems of America was noted. A Transportation Research Bureau conference will be November 13-15. He urged the Board to attend if possible. The survey cards, brochures, and newsletters were described. Demand response to the PRIDE service has been done without any advertising. Once advertising occurs, the figures will increase even more.

Supervisor Bennett explained the Public Transit Advisory Committee's agendas during the quarter. The need to develop a transit plan was explained. NDOT has requested that PTAC administer the Carson-Minden route including the establishment of service routes. She also hoped that transit service to Costco in addition to weekend PRIDE service could be established.

Mr. Reynolds thanked her for her work on PTAC and her dedication to public transit. He also complimented Washoe RTC on the PRIDE program.

Mr. Heath highlighted his budget report. (A copy is in the file.) It is hoped that the budget would be maintained. Supervisor Bennett explained that it had been made perfectly clear to CCTC and PTAC that the Board of Supervisors was not interested in increasing the current funding level. The best level of services possible for the funding provided will be maintained. Mayor Masayko supported this perception.

Mr. Jickling distributed and explained the graphs illustrating the PRIDE ridership, productivity, and rider categories. (A copy is in the file.) The annual expectations had been met. Growth should continue. The August ridership decrease occurred when the free service was discontinued. The ridership has stabilized at approximately 200 per day. A majority of the ridership is adults going to and from work. Forty percent of the riders are using

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 16

Citifare. Twenty-two percent of the riders would not have gone to Reno/Carson City without the service. Operator challenges and growth potential were noted. Marketing efforts in Carson City will be expanded. PRIDE is also expanding along Interstate 80 to Fernley and Fallon. Consideration is being given to expanding the service to include the Reno airport. This may occur after the Legislature convenes. The individual bus ridership was described. Restructuring the trip times may occur later. The program is a demonstration and should be as cost effective as possible. Washoe RTC is not involved with the Douglas County segment. Mr. Jickling's understanding of that service is that it will connect to the PRIDE service and require transfers. Transfers discourage ridership. The original concept had included Douglas County in the service. The program may be tied together at some future date. Tokens will be introduced in lieu of cash. They should be out before Christmas and should be sold at various outlets in Carson City as well as in the Reno-Sparks area. Supervisor Bennett expressed her eagerness to work with Mr. Jickling on the promotion and stressed the need for it to be advertised particularly when the Legislature convenes due to the need for additional funding. Mayor Masayko also noted the need to lobby the FTA. He complimented Mr. Jickling on the service. He felt that the excess capacity on CCTC could assist with the program. Additional riders will provide funding and more support for sustaining the program into the future.

There being no other matters for consideration, Supervisor Livermore moved to adjourn. Mayor Masayko seconded the motion. Motion carried 4-0. Mayor Masayko adjourned the meeting at 4:55 p.m.

CARSON CITY BOARD OF SUPERVISORS
Minutes of the November 2, 2000, Meeting
Page 17

The Minutes of the November 2, 2000, Carson City Board of Supervisors meeting

2001. ARE SO APPROVED ON____February_15,

____/s/_____
Ray Masayko, Mayor

ATTEST:

____/s/_____
Alan Glover, Clerk-Recorder