

**City of Carson City
Agenda Report**

Date Submitted: 1/9/2012

Agenda Date Requested: 1/19/2012
Time Requested: 30 Minutes

To: Board of Supervisors

From: Larry Werner, City Manager

Subject Title: Update and status report on 2011/2012 Initiatives.

Staff Summary: Staff will provide a progress report on initiatives adopted by the Board of Supervisors during the 2011 Strategic Planning process. These initiatives support the various perspectives and objectives included in the Carson City Strategic Plan.

Type of Action Requested:

☐ Resolution ☐ Ordinance
☐ Formal Action/Motion ☒ Other (Specify) No action

Does This Action Require A Business Impact Statement: ☐ Yes (XX) No

Recommended Board Action: n/a

Explanation for Recommended Board Action: n/a

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: n/a

Supporting Material: 2011/2012 Initiatives Update Report

Prepared By: Larry Werner, City Manager

Reviewed By:

(City Manager)

Date:

1/10/12

(Finance Director)

Date:

1/10/12

(District Attorney)

Date:

1/10/12

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

2011/2012 Initiatives Update

A Healthy Community		
Families in need are offered short term assistance and provided resources to become self supportive.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Explore setting aside a percentage of Community Development Block Grants for housing projects that can be used for refurbishing existing homes.	In progress 5% complete	City CDBG staff plans to submit an application for CDBG funding for the Board of Supervisors' consideration as part of the 2012 CDBG Annual Action Plan and allocation process. Applications are due in January 2012, with Board review in February and April 2012. It is anticipated the funds would be used as any opportunity arises, since a specific project is not identified at this time. The lead agency would depend on what type of property would become available for refurbishing. Staff will continue to explore this further.
Educate the public on new opportunities for home ownership and encourage programs such as the Nevada Rural Housing Authority "Home at Last Wish Program".	Complete	The Planning Division has created a Housing webpage on the City's website to distribute information on housing programs. By maintaining a Housing webpage, the City is able to distribute information to the public regarding the various housing agencies in Carson City, new opportunities for homeownership, affordable housing programs, grants, current housing articles, and housing events such as foreclosure seminars. This resource compiles all housing related information onto one page and is updated weekly. Also being used to distribute housing information is CCNET, the City's internal website, which will display opportunities related to housing on their main page. The Planning Division has been assigned as the lead division for the City for directing public inquiries regarding housing, and a staff person has been assigned as the lead regarding housing issues for the ongoing support of public education on housing issues. Public education will be ongoing.
Utilize tax default properties as a stepping stone into transitional housing for at-risk individual / families.	Not started	No viable tax default properties have come available to pursue. Additionally, no funding has been identified to rehabilitate and improve a property if it comes available. CDBG funds may be available to help after July 2012. Staff will target March 2012 to prepare a feasibility report to the Board of Supervisors.

A Healthy Community		
Families in need are offered short term assistance and provided resources to become self supportive.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Explore the possibility of hotel property currently owned by a developer to renovate for housing at mixed income levels that would also include transitional housing.	In progress 5% complete	Planning staff has met with Health and Human Services staff to discuss issues related to transitional housing and developing a feasibility analysis. There are presently no such motel properties available for sale or change of use, and there are many issues to consider and evaluate in trying to convert a current motel into a residential facility. Other Initiatives have taken higher priority and staff time. A revised feasibility analysis schedule will need to be developed.

A Clean and Healthy Environment		
Renewable energy is used in City facilities where feasible.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Design a program and associated policies regarding non-renewable energy reduction efforts, including development of renewable sources and other energy conservation efforts.	Not started	

A Vibrant, Diverse and Sustainable Economy

Local businesses are supported.

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Develop a new RACC with revised membership requirements and by-laws.	Complete	The Board of Supervisors approved the Resolution establishing a new RACC membership and approving revised RACC by-laws on December 1, 2011. Applications for new members close at the end of December, and interviews are expected at the January 19, 2012, BOS meeting.
Facilitate development of revised objectives for RDA #2 from the newly created RACC.	Not started	The Board of Supervisors adopted a Resolution establishing new RACC membership on December 1, 2011. Applications for new RACC members are open through December and it is anticipated that interviews will be conducted by the BOS on January 19, 2012. This initiative will start once the new RACC membership is seated. It is expected to take several meetings and discussions to complete revised objectives in the Redevelopment Area #2 plan during 2012.
Adopt specific design standards for commercial development and public-use development within the V&T Specific Plan Area to protect the scenic quality of the V&T route.	Not started	Staff plans to proceed with an inventory of the existing uses and conditions in the area for a report to the BOS for more direction on zoning and design standards for the area. Staff will also evaluate the Development Standards to determine what, if any, amendments are needed for future development. Staff believes the development standards are generally adequate; however, existing development in the area pre-dates the current standards and generally does not meet the current standards.
Adopt specific design standards for commercial development and public-use development within the V&T Specific Plan Area to protect the scenic quality of the V&T route.	Not started	Staff plans to proceed with an inventory of the existing uses and conditions in the area for a report to the BOS for more direction on zoning and design standards for the area. Staff will also evaluate the Development Standards to determine what, if any, amendments are needed for future development. Staff believes the development standards are generally adequate; however, existing development in the area pre-dates the current standards and generally does not meet the current standards.
Develop the special event policies based upon recommendations of the current Redevelopment Authority Citizens Committee.	Complete	The Board of Supervisors adopted new policies and procedures for Redevelopment special event funding on December 1, 2011. These procedures will be implemented for special event funding allocations beginning in spring 2012.

A Vibrant, Diverse and Sustainable Economy

Growth in strategically defined sectors of the economy are encouraged.

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Develop a plan for encouraging growth in the identified economic sectors.	In progress 10% complete	A BRIC manager has just been hired with grant funds to coordinate business resource efforts at the BRIC. One of the manager's duties will be to help develop a targeted economic sector strategy for Carson City, working closely with NNDA and other economic development agencies. Staff has met with NNDA and begin working on more detailed plans. A lot of economic sector planning has occurred within the region and the state since this initiative was identified in early 2011. Staff plans to use existing resources as much as possible to formulate a plan/strategy for encouraging growth in appropriate economic sectors.
Develop and implement a tracking system at BRIC and other agencies to track support activities by economic sector.	Not started	

An Active and Engaged Community

Public spaces and facilities are used for public activities.

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Develop a policy on Theater use that balances use of the facility between non-profit and private entities. The policy should include aspects of cost recovery.	In progress 27% complete	Block scheduling which defines and commits school district use of the theater has been completed. This gives staff a complete knowledge of time available for other uses, both non-profit and profit. Evaluating fees and cost recovery are still ongoing as part of the implementation of the new ActiveNet software program. Our consultant, Impresario, is still working on an operational assessment of the theater.
Expand joint use opportunities with the schools, including charter schools, in order to provide additional space.	In progress 20% complete	Staff has completed an inventory of Parks & Recreation Department use of school facilities and of the use of the Aquatics Facility by the School District. Next step is to set up a meeting with the School District and discuss the effectiveness of the Joint Use Agreement. Talks have not formalized at this point with Silver State Charter High School.

An Open and Accessible Government

Residents are encouraged to provide input regarding City services and issues.

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Plan and hold semi-annual town hall meetings.	In progress 20% complete	Staff has compiled a list of possible topics for a Town Hall style meeting. Staff also attended a Lyon County Town Hall meeting in November to observe.
Design a citizen survey to gather priority and performance information with regard to services.	In progress 20% complete	Survey questions are being developed as Department and Program Scorecards are being developed. Many objectives at the Department as well as Program level pertain to customer satisfaction. These will be flushed out and compiled in preparation for a model survey too. The annual strategic planning workshop with the Board of Supervisors will also include time to discuss questions to be asked in the survey. Once the contents of the survey are identified, an RFQ will be drafted in order to secure a consultant to implement the survey. It is anticipated that the costs associated with the survey will be budgeted in FY 2013.

Carson City provides information regarding City services and issues to the public.

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Social media project	In progress	Draft policy has been uploaded to PolicyTech to begin the policy approval process.
Create a website update policy for the Carson City website.	In progress	Website Redesign Committee will be meeting to discuss the redesign of and possible enhancements to the website. Once that is complete, the committee will discuss and draft a website update policy.

Financial resources are effectively managed

<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Prepare financial policies for approval by the Board of Supervisors	In progress 80% complete	The financial policies regarding future development and use of reserve funds that was discussed at the 2011/2012 Strategic Planning Retreat will be included in a "Governing for Results" code to be presented to the Board of Supervisors. A draft of that code has been developed and is being reviewed by staff.

An Open and Accessible Government		
Financial resources are effectively managed.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Develop a complete cascading system of scorecards (objectives and performance measures) that tie financial resources to outcomes.	In progress 50% complete	Work is continuing on full implementation of the performance management system to the program level. Health and Human Services programs have been completed. Internal Services departments (HT, IT, Finance, Fleet, Facilities) are nearing completion. Strategy mapping has been completed for Parks and Recreation and Fire/Ambulance. The Clerk/Recorder has implemented a scorecard for his department. Conversion to the new platform for the performance management software system has been completed and training is underway. Work will begin in January with Public Works departments.

Excellence in Education and Lifelong Learning		
Opportunities for cultural education are encouraged.		
K-12 entities and Western Nevada College are supported.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Develop a multi-jurisdictional "task force" to address arts and cultural education.	On hold	Met 10/13/2011 with Ron Swirczek and Joe McCarthy to discuss the initiative and to get an update on the community activity in this area. Both Ron and Joe felt that progress was being made through the Community Education Partnership and the Carson City Arts Initiative. The following day, met with Richard Stokes and discussed the initiative. It was felt that the best approach at this time is to have the City take a supporting role and let the process work through the School District and the CCAI.

A Community Rich in History, Culture and the Arts		
Historic resources are preserved.		
<u>Initiative</u>	<u>Status</u>	<u>Status Report</u>
Map historic properties and market the City's historic resources.	In progress 75% complete	Planning and BRIC staff have mapped various historic properties--e.g. the "blue line" properties. The map links will be made available through the City's Historic Resource Commission website. City staff continues to participate in ongoing Convention and Visitors Bureau special events committee meeting to discuss ways of using our historic resources to attract tourism.

A Physically Connected Community

Transportation planning efforts are coordinated with neighboring counties.

Initiative	Status	Status Report
Provide technical assistance and support to Tahoe Transportation District for the implementation and ongoing operations of new regional transit service connecting Carson City, South Lake Tahoe and Minden/Gardnerville.	Complete	Service is now successfully operating between the south shore of Lake Tahoe, Carson City, and Douglas County. The service is being operated under a three party agreement which includes no local contribution by Carson City.
Participate in ongoing sponsored activities to coordinate regional transportation planning and resources, including the Lake Tahoe Needs Assessment and Coordinated Plan, Northern Nevada Transportation Collaborative and Nevada State Rail Plan.	On-going No completion date established	Staff continues to be involved with planning efforts underway with the Washoe RTC, TTD, and NDOT. Staff recently attended significant planning event for the Reno Tahoe Winter Games Coalition.

Transportation planning efforts are coordinated with neighboring counties.

Public transit is convenient and accessible.

Secure continued Federal Transit Administration Section 5307 funding directly from FTA to support urbanized area transit operations in Carson City, Douglas and Lyon Counties.	Complete	Carson Area Metropolitan Planning Organization (CAMPO) staff has secured the FTA Fiscal Year 2011 annual apportionment of \$819,150 to Carson City to support ongoing transit operations. A budget has been built to identify operating and capital projects in both Carson City and Douglas County.
Secure continued Federal Transit Administration Section 5309 funding through NDOT as well as State Matching funds directly from NDOT - to support Bus and Bus Facilities capital improvement projects.	Complete	The 5309 agreement with NDOT was amended to allow additional time to expend funds. Project that provided new lights at JAC facility completed and 80% reimbursement being sought through this program. Remaining funds expected to be used for 80% reimbursement for transit-related sidewalk projects..
Secure continued Federal Transit Administration Section 5316 funding through NDOT to support Job Access Reverse Commute transit operations in Carson City, Douglas and Lyon Counties.	Complete	Agreement with NDOT executed, making these funds available. However use for these funds not identified, as other funding source (FTA 5307) already sufficient to meet needs for services eligible under the 5316 program.