

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 17, 2011 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, November 17, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Mayor *Pro Tem* Shelly Aldean
Supervisor Karen Abowd, Ward 1
Supervisor John McKenna, Ward 3
Supervisor Molly Walt, Ward 4

STAFF: Larry Werner, City Manager
Alan Glover, Clerk - Recorder
Randal Munn, Chief Deputy District Attorney
Kathleen King, Deputy Clerk / Recording Secretary

NOTE: A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE (8:32:05) - Mayor *Pro Tem* Aldean called the meeting to order at 8:32 a.m. Mr. Glover called the roll; a quorum was present. Mayor Crowell was absent. Seventh Day Adventist Church Pastor Al Tilstra provided the invocation. At Mayor *Pro Tem* Aldean's request, Transit Coordinator Ken Smithson led the pledge of allegiance.

5. PUBLIC COMMENTS AND DISCUSSION (8:33:49) - Mayor *Pro Tem* Aldean entertained public comment; however, none was forthcoming.

6. POSSIBLE ACTION ON APPROVAL OF MINUTES - October 20, 2011 (8:34:03) - Supervisor McKenna moved to approve the minutes. Supervisor Abowd seconded the motion. Motion carried 4-0.

7. POSSIBLE ACTION ON ADOPTION OF AGENDA (8:34:44) - Mayor *Pro Tem* Aldean entertained modifications to the agenda and, when none were forthcoming, deemed the agenda adopted.

8. SPECIAL PRESENTATION OF A PROCLAMATION FOR "NATIONAL PARENTAL INVOLVEMENT DAY," NOVEMBER 17, 2011 (8:35:21) - Mayor *Pro Tem* Aldean invited School Board Trustee Lynette Conrad to the podium, and read into the record the language of the Proclamation, copies of which were included in the agenda materials. Mayor *Pro Tem* Aldean presented the original Proclamation to Ms. Conrad. (8:37:00) Ms. Conrad thanked the Board members for their contributions to the community which make "Carson City a great place to raise our children." The Board members, City staff, and citizens present applauded.

9. CONSENT AGENDA (8:37:33) - Mayor *Pro Tem* Aldean entertained requests to hear items separate from the consent agenda. When none were forthcoming, she entertained a motion to approve the consent agenda, as published, with acknowledgment to Stan Zuber on his reappointment to the Carson City Advisory Board to Manage Wildlife. **Supervisor Walt moved to approve item 9-1, Finance, to accept a report on the condition of each fund in the treasury through November 8, 2011, pursuant to NRS 251.030; 9-2, two items from the City Manager, to ratify the approval of bills and other requests for**

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payment by the City Manager for the period of October 12, 2011 through November 8, 2011, and item 9-2(B) to appoint Stan Zuber to the Advisory Board to Manage Wildlife for a term that expires July 2014, with thanks to Stan for his service. The motion was seconded and carried 4-0.

9-1. FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY THROUGH NOVEMBER 8, 2011, PURSUANT TO NRS 251.030

9-2. CITY MANAGER

9-2(A) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF OCTOBER 12, 2011 THROUGH NOVEMBER 8, 2011

9-2(B) POSSIBLE ACTION TO APPOINT STAN ZUBER TO THE CARSON CITY ADVISORY BOARD TO MANAGE WILDLIFE, FOR A TERM EXPIRING JULY 2014

10. ANY ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME - None.

11. CITY MANAGER - POSSIBLE ACTION ON PRESENTATION OF THE CARSON CITY QUARTERLY BUSINESS REVIEW FOR THE PERIOD ENDING SEPTEMBER 30, 2011, AND APPROVAL OF REVISED PERFORMANCE MEASURES FOR THE OBJECTIVE TITLED, "FAMILIES IN NEED ARE OFFERED SHORT-TERM ASSISTANCE AND PROVIDED RESOURCES TO BECOME SELF-SUPPORTIVE" (8:38:58) - Mayor *Pro Tem* Aldean introduced this item, and Special Projects Coordinator Linda Ritter presented the Quarterly Business Review, which was displayed in the meeting room and copies of which were included in the agenda materials. Ms. Ritter, Sheriff Ken Furlong, and Mr. Werner responded to questions of clarification, and discussion took place throughout the presentation. Mayor *Pro Tem* Aldean thanked Ms. Ritter for her presentation.

Mayor *Pro Tem* Aldean entertained public comments and, when none were forthcoming, a motion. Supervisor Abowd moved to approve the revised performance measures for the objective "Families in Need Are Offered Short-Term Assistance and Provided Resources to Become Self Supportive," to include Households Provided Housing-Related Assistance; Homeless Count - Total Prescreened Applicants; Persons Provided Workforce Program Assistance; and Total Number of Applications for Assistance Approved, with the other suggested amendments. Supervisor McKenna seconded the motion. Motion carried 4-0.

12. PUBLIC WORKS DEPARTMENT, PLANNING AND ZONING DIVISION - POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE, TITLE 18, APPENDIX - DEVELOPMENT STANDARDS, DIVISION 4, SIGNS, SECTION 4.8, REQUIREMENTS FOR BILLBOARDS AND OFF-PREMISES SIGNS, BY ADDING A NEW SUBSECTION 4.8.7, OFF-PREMISES SIGNS ON CITY BUS SHELTERS, TO ALLOW ADVERTISING ON PASSENGER BUS SHELTERS SUBJECT TO SPECIFIC CRITERIA (ZCA-11-051) (9:26:55) - Mayor *Pro Tem* Aldean introduced this item, and Principal Planner Lee Plemel introduced Transportation Manager Patrick Pittenger and Transit Coordinator Ken Smithson. Mr. Plemel reviewed the agenda materials in conjunction with displayed slides.

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In response to a question, Mr. Plemel expressed the belief that the residential office zoning district is listed as a non-residential district. "They're classified as residential and non-residential in the Code already so it would just be following that designation unless you had some specific concern about another zoning designation that might be included in the non-residential that you think shouldn't be. ... most of our residential office zoning is within the historic district on the west side of Carson Street." Mayor *Pro Tem* Aldean suggested that any portion of the residential office zoning district that is not overlaid by the historic district could become an issue. Mr. Plemel offered to research the appropriate Code section, and suggested excluding the residential office zoning district from bus shelter signage being allowed.

Mr. Pittenger noted the policy, included in the agenda materials, which was adopted by the Regional Transportation Commission. He advised of having entered into an agreement with the *Nevada Appeal* to manage advertising sales. "That has been extremely successful. We have received revenues and those revenues are treated, appropriately, as non-federal funds which allow us to leverage other federal funds and, should this proposal be adopted, we would go back to the RTC and seek an amendment to our contract with the *Nevada Appeal* to extend this program." In response to a comment, Mr. Pittenger advised that the *Nevada Appeal* has been very successful in selling the advertising ... and we may consider our rates in the future, as necessary."

Mr. Pittenger acknowledged the purpose of the advertising program is to generate revenue. "This is a common practice by transit operators throughout the country and, indeed, the desire is ... to have revenue that would supplant some of the need for general fund revenue which is currently the local source of funds for the transit system." In response to a question, Mr. Pittenger discussed the "decreasing revenues from the general fund continuously over the last several years with the City's financial conditions and any revenue that we can generate through this means would be extremely useful." Supervisor Walt expressed concern over installing signage on the bus shelter at Marian Avenue, and discussion ensued. Mr. Smithson clarified that the subject shelter was constructed by the Autumn Village developer "and we put a bus stop sign on it. However, we do have one of our shelters that's been installed at Carson Plaza which is closer to Russell [Way]."

In response to a question, Mr. Smithson discussed possibilities relative to advertising contracts. In response to a further question, he offered to include, in the contract amendment, a provision relative to removing bus shelters from consideration in the event that negative feedback is received regarding the advertising. Mayor *Pro Tem* Aldean assured the Board members that the Regional Transportation Commission contemplated the advertising criteria for quite some time. Mr. Pittenger clarified the goal of the advertising program to reduce the transit system's dependence upon the general fund. Mayor *Pro Tem* Aldean reiterated the importance of sufficient flexibility within the *Nevada Appeal* contract to respond accordingly.

Supervisor McKenna requested staff to consider "tasteful electronic signs" for the future. He discussed the benefits of the lighting associated with electronic signs, as well as the possibility of increased revenue. Mr. Plemel provided background information on the discussion which took place at the Planning Commission meeting, and advised of the intent to be consistent with the Code provisions relative to other off-premises signs. He acknowledged the understanding that the provisions are likely to change in the future. Supervisor McKenna referred to the electronic billboards adjacent to Highway 50 West, as an example, and noted the importance of avoiding the possibility of precluding future technological advances.

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In response to a question, Mr. Pittenger advised that the 4x6 advertising frame will be consistent for all advertising. “We are letting the *Nevada Appeal* ... work on the graphics development with each individual advertiser.” Mayor *Pro Tem* Aldean suggested determining the direction of the prevailing wind for each bus shelter, and insisting that the signage be installed appropriately. Mayor *Pro Tem* Aldean suggested revisions to Section 4.8.7(a) of the proposed ordinance included in the agenda materials.

Mayor *Pro Tem* Aldean entertained public comments and, when none were forthcoming, a motion. **Supervisor McKenna moved to introduce, on first reading, Bill No. 120, an ordinance amending Carson City Municipal Code, Title 18, Appendix, Development Standards, Division 4, Signs, Section 4.8, Requirements for Billboards and Off-Premises Signs, by adding a new Subsection 4.8.7, Off-Premises Signs on City Bus Shelters, to allow advertising on passenger bus shelters, subject to specific criteria. Supervisor Abowd seconded the motion.** Mayor *Pro Tem* Aldean referred to all the comments on the record, and called for a vote on the pending motion. **Motion carried 4-0.**

13. BOARD OF SUPERVISORS NON-ACTION ITEMS:

STATUS REVIEW OF PROJECTS; CAPITAL PROJECTS STATUS REPORT (9:49:36) -

Mayor *Pro Tem* Aldean introduced this item, and Public Works Department Director Andy Burnham distributed to the Board members and the Clerk “Project Progress Report No. 5 - November 17, 2011.” Mr. Werner suggested reducing the report frequency to a monthly basis, and Mr. Burnham noted that projects will slow down as winter approaches. Mr. Burnham suggested deferring the next report to January 2012 and presenting it monthly thereafter. Mayor *Pro Tem* Aldean suggested highlighting significant changes rather than presenting the report detail each time.

Mr. Burnham acknowledged that the gateway signage project is underway. “The foundations are under construction. They should be poured this week ... at the south and east” sites. Mr. Burnham acknowledged the project should be completed just after the first of the year. He further acknowledged that the water project at Edmonds and Fairview Drives includes the permanent realignment of Edmonds Drive. He provided background information and reviewed details of the project. In response to a further question, he advised that “clean up” in the area of Conte Drive is ongoing, “but ... we’re pretty well done with that area as well as along Snyder ...” In response to a further question, he advised of a “little bit of disruption” anticipated along Fairview Drive. Staff is continuing to work with the contractor on tying the water line through the roundabout. “That’s a problematic piece” of the project, and Mr. Burnham discussed details of the same. He acknowledged that City staff has been involved in the revision to the Eagle Valley Middle School driveway to install a “parent dropoff” area. He provided status reports on the salt / cinder building at the City’s corporate yard and the solar retrofit projects. In response to a question, he provided additional clarification of the Fairview Drive roundabout project.

In response to a question, Mr. Burnham advised that the Town of Minden has proposed additional wells in order to meet the demands of the system. “That’s going to be a conversation that we’re going to be having for the next year.” Mr. Burnham acknowledged that fiscal participation from the City has been requested, but no agreement has yet been reached. He responded to additional questions of clarification relative to the pump stations being constructed. He acknowledged that completing the infrastructure to the south could conceivably delay some of the infrastructure work proposed for within the City limits and still take advantage of the water from the Minden wells. He advised that staff is considering precipitation as well as energy use on a continual basis “and we’re translating that to see how that affects our use of water;

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temperature and precipitation related to use of water and, apparently, it ... correlates. So we will have that as part of your active strategy review as well. And that also affects how we use energy for buildings ... and it affects how the franchise fees ... generate revenues. So we're trying to correlate that so we can start seeing cause and effect and do some prediction as a result ..." Mr. Werner advised that the projects listed in the progress report will also be carried in the active strategy on a monthly basis. He reviewed the method by which to access the information.

In response to a question, Mr. Burnham advised that Contri Construction's staging area on Edmonds Drive is anticipated to "go away with the project. And we can't anticipate another project in that area that would require a yard." In reference to discussion at the November 3rd meeting, Supervisor McKenna advised that the "residents would like it to go away now and Contri would like to stay until they finish the Fairview portion." Mr. Burnham advised that the City has no authority to require Contri Construction to move the yard. "We can ask them, but we can't force them ..." Supervisor McKenna requested Mr. Burnham to ask Contri Construction representatives to relocate the staging area. Mr. Burnham and Mr. Werner responded to corresponding questions of clarification, and discussion ensued.

With regard to the Knowledge and Discovery Center, Mr. Werner advised that City representatives are in the process of meeting with financial advisors, J&A Consultants, and in discussions with Wells Fargo Bank representatives. "We're still trying to determine what makes the most sense and the options that are available to the Board on financing this. ... It's very complex and we're trying to get through all the hoops so we can sit down with you and say, 'Okay, option A, option B. Cost of option A is this; cost of option B is that and then, based on that, formulate whatever nonprofit or LLC we need ... because one of the issues is ... taxable, non-taxable ... It's requiring a lot more scrutiny because it's not a traditional public / private relationship where ... the City could bond a project and ... go construct something so a lot of financial institutions don't know whether to put it into a private funding category or a municipal funding category and so their structures are built on those two activities and we've kind of got a hybrid ..." Mr. Werner advised of a meeting scheduled for later in the day between J&A Consulting representatives, Steve Neighbors, and City staff. "And then we'll follow up with Wells Fargo at another meeting after the holidays. It's ongoing. No conclusions reached yet on exactly how this will come together."

Mr. Werner reported that revenues from the landfill increases "are going into the general fund and are being used to help solve our financial problem as it exists today. Money is not being set aside for the Knowledge and Discovery Center project and being held in limbo. In projecting out the costs of ... this project ..., we didn't see any lease payments coming in until late 2015 or 2016. The financial issues we're having today have nothing to do with the library. They are issues we have today that may impact what we do in 2015 and -16 depending on how the revenues go but ... we're not taking those revenues today and setting them aside." In response to a question, he advised that initial costs for the project will likely be allocated from the capital improvement fund "because it's basically capital design work ... and that money is set aside, committed, can't be used for anything other than capital. We could actually invest some of that to do some of the design work and then with the back up situation from the trust, saying that if we don't go forward, we get reimbursed for that amount. We see that as a non-risk at this stage, but that won't occur until ... next year or the year after. So we're still not going any further than ... where we are today as far as expending ... any money." Mr. Werner advised that the Friends of the Library organization is in the process of fund raising. "We'll be meeting with those folks to ... see how that's going. The indications that we have are that it is being very well received and it looks very positive; that we're going to see the kinds of contributions out there that were anticipated."

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INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

CORRESPONDENCE TO THE BOARD OF SUPERVISORS

STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (10:11:04) - Supervisor Walt encouraged everyone to purchase their Nutcracker Ballet tickets, and reviewed the performance schedule over the Thanksgiving / Family Day holiday weekend. Mayor *Pro Tem* Aldean announced the Silver and Snowflakes Festival of Lights scheduled for Friday, December 2nd, and encouraged participation. She further announced that the ice skating rink is scheduled to open November 25th.

Supervisor McKenna advised that Carson Water Subconservancy District Executive Director Ed James had offered to provide a presentation on FEMA mapping. Mr. Werner advised that he would follow up to get a presentation agenda.

Supervisor Abowd announced The Greenhouse Project ribbon cutting ceremony, scheduled for Friday, December 16th at 2:30 p.m. She invited the public to attend. Supervisor Walt advised of having attended the Golden Pine Cone Award celebration last evening, and commended Open Space Property Manager Juan Guzman on his acceptance speech. She further commended the Open Space Advisory Committee and Open Space Program staff. Mayor *Pro Tem* Aldean wished everyone a Happy Thanksgiving.

STAFF COMMENTS AND STATUS REPORTS

14. PUBLIC COMMENT (10:14:10) - Mayor *Pro Tem* Aldean entertained public comment; however, none was forthcoming.

15. ACTION TO ADJOURN (10:14:09) - Supervisor Abowd moved to adjourn the meeting at 10:14 a.m. Supervisor Walt seconded the motion. Motion carried 4-0.

The Minutes of the November 17, 2011 Carson City Board of Supervisors meeting are so approved this 15th day of December, 2011.

SHELLY ALDEAN, Mayor *Pro Tem*

ATTEST:

ALAN GLOVER, Clerk - Recorder