CARSON CITY BOARD OF SUPERVISORS

Minutes of the February 18, 1999, Meeting Page 1

A regularly scheduled meeting of the Carson City Board of Supervisors was held on Thursday, February 18, 1999, 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

Alan Glover Clerk-Recorder

Rod Banister Sheriff Al Kramer Treasurer

Steve Kastens Parks and Recreation Director

John Iratcabal Purchasing Director

Paul Lipparelli Chief Deputy District Attorney (p.m.

session only)

Barbara Singer Recreation Superintendent

Kyle Menath Assistant Wastewater Superintendent

Mark Forsberg Deputy District Attorney (a.m.

session only)

Mitch Ames Recreation Supervisor

Juan Guzman Senior Planner Katherine McLaughlin Recording Secretary

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. A quorum was present although Supervisor Bennett had not yet arrived. Rev. Ken Haskins of the First Christian Church gave the Invocation. Mayor Masayko lead the Pledge of Allegiance.

CITIZENS COMMENTS (1-0028) - None.

- 1. ACTION TO APPROVE MINUTES January 7, 1999 (1-0031) Supervisor Williamson corrected the spelling of Carter Schleicher's name. Supervisor Plank moved that the January 7, 1999, Minutes for the Carson City Board of Supervisors be approved with the correction as noted. Supervisor Livermore seconded the motion. Motion carried 4-0.
- 2. **AGENDA MODIFICATIONS (1-0048) None.**
- **3. CONSENT AGENDA (1-0051)**
 - A. PURCHASING DIRECTOR
- i. ACTION ON CONTRACT NO. 9899-196 SURPLUS AND DISPOSAL OF 1966 CROWN FIRE TRUCK
- ii. ACTION ON CONTRACT NO. 9798-193 PARKS DEPARTMENT FERTILIZER, AMENDMENT NO. 1

- iii. ACTION ON CONTRACT NO. 9899-20 CAROLINE STREET PARKING LOT, REQUEST FOR FINAL PAYMENT
- iv. ACTION ON CONTRACT NO. 9899-197 SURPLUS AND DISPOSAL OF 32 SCBA'S AND 52 CYLINDERS
- v. ACTION ON CONTRACT NO. 9899-163 BOLDRICK THEATER THEATRICAL LIGHTING PRELIMINARY DESIGN AGREEMENT
- vi. ACTION ON CONTRACT NO. 9697-044 SEWER LINE CLEANING, CONTRACT RENEWAL NO. 2
- vii. ACTION ON CONTRACT NO. 9899-200 CARSON CITY SHERIFF AND FIRE DEPARTMENTS PHYSICIAN SERVICES AGREEMENT
- viii. ACTION ON CONTRACT NO. 9899-201 SHENANDOAH HEIGHTS DETENTION BASIN, ENGINEERING SERVICES AGREEMENT
 - ix. ACTION ON CONTRACT NO. 9899-205 U.S. 395 BYPASS COORDINATOR
- x. ACTION ON CONTRACT NO. 9798-167 EDMONDS SPORTS COMPLEX MASTER PLAN AGREEMENT, AMENDMENT NO. 2
- B. COMMUNITY DEVELOPMENT DIRECTOR ACTION ON M-98/99-1 A RESOLUTION OF THE CARSON CITY BOARD OF SUPERVISORS APPROVING AN AMENDMENT TO THE SKYLINE DESIGNATION FOR THE CLEAR CREEK AREA BY REDUCING THE AMOUNT OF AREA DESIGNATED AS SKYLINE IN ACCORDANCE WITH THE PROVISIONS OF CARSON CITY MUNICIPAL CODE SECTION 18.11.04
 - C. PERSONNEL DIRECTOR
- i. ACTION TO APPOINT TWO MEMBERS TO THE HISTORIC ARCHITECTURAL REVIEW COMMISSION
- ii. ACTION TO APPROVE A RESOLUTION ESTABLISHING THE CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE TO ADVISE THE BOARD OF SUPERVISORS AND REGIONAL TRANSPORTATION COMMISSION ON MATTERS RELATED TO THE SYSTEM OPERATION OF CARSON CITY PUBLIC TRANSIT AND OTHER MATTERS RELATED TO PUBLIC TRANSPORTATION
- iii. ACTION TO APPROVE A RESOLUTION ADDING THE OPEN SPACE ADVISORY COMMITTEE, STORM DRAINAGE ADVISORY COMMITTEE, CARSON RIVER ADVISORY COMMITTEE, AND CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE TO THE BOARD OF SUPERVISORS ESTABLISHED LIST OF BOARDS AND COMMISSIONS AND THEIR ESTABLISHED METHODS FOR APPOINTMENT OF MEMBERS TO CERTAIN BOARDS AND COMMISSIONS
- D. PARKS AND RECREATION DIRECTOR ACTION ON INCREASE OF CERTAIN PARKS AND RECREATION FACILITIES AND EQUIPMENT RENTAL FEES AND CHARGES
 - E. DEVELOPMENT SERVICES
- i. ACTION ON A NOTICE OF SATISFACTION OF DEVELOPMENT AGREEMENT FOR ALBERTSON'S INC., APN 8-311-04, LOCATED AT 3325 HIGHWAY 50 EAST, CARSON CITY, NEVADA, FOR SEWER MAIN EXTENSION
- ii. ACTION ON DEDICATION OF STREET RIGHT-OF-WAY FOR EMPIRE RANCH ROAD NORTH OF HIGHWAY 50 EAST FROM 50 COMMERCIAL CENTER, LIMITED LIABILITY COMPANY, CONTAINING APPROXIMATELY 12,247 SQUARE FEET OF LAND
- iii. ACTION ON DEDICATION OF STREET RIGHT-OF-WAY FOR METRIC WAY, NORTH OF CONESTOGA DRIVE FROM SILVANO F. PAYNE AND HERMAN K. BAUER CONTAINING APPROXIMATELY 39,347 SQUARE FEET OF LAND
- iv. ACTION ON DEDICATION OF STREET RIGHT-OF-WAY FOR A RADIUS FILLET AREA AT THE NORTHEAST CORNER OF SHERMAN LANE AND DORI WAY ON APN 08-183-30 FROM GERALDINE B. AND RUFUS W. TAYLOR CONTAINING APPROXIMATELY 86 SQUARE FEET OF LAND
- V. ACTION ON DEDICATION OF AN EASEMENT FOR PUBLIC UTILITIES, SEWER LINES AND ITEMS APPURTENANT OR INCIDENT THERETO AND FOR THE

MAINTENANCE OF SANITARY SEWER LINES AND APPURTENANCES ON THE NORTH SIDE OF BUNCH WAY FROM ALICE LARSON ON APN 08-174-10 - The following items were pulled for discussion: Contracts 9899-197, 9899-205, and 9899-201, and the Parks and Recreation's request for an increase in fees and charges. Discussion indicated that Resolutions could be approved on the Consent Agenda if a number is provided. Supervisor Livermore moved to approve the Consent as presented with the exception of the four noted items which were Contracts 9899-197, 9899-201, and 9899-205, and the Parks and Recreation Director's request to increase the fees and charges and that the following designations be made: Resolution No. 1999-R-16 for Community Development's M-98/99-3, Resolution No. 1999-R-17 for the Resolution establishing the Carson City Public Transit Advisory Committee and Resolution No. 1999-R-18 for the Resolution adding the Open Space Advisory Committee, Storm Drainage Advisory Committee, et. al, to the City's Boards and Commissions as presented. Supervisor Williamson seconded the motion. Motion carried 5-0.

- **A. iv.** (1-0154) Purchasing Director Iratcabal corrected the number of cylinders and SCBAs. Supervisor Livermore moved to approve Contract 9899-197, surplus and disposal of 12 SCBAs and 58 cylinders as presented. Supervisor Plank seconded the motion. Motion carried 4-0.
- **A. viii.** (1-0185) Deputy City Manager St. John explained the contract, the design concept which will convert the present basin into a conjunctive use facility, the notification process for the neighborhood meetings, and the construction timetable.

(1-0285) Lou De Bottari explained his flood concerns and the promises made by Public Works to have additional neighborhood meetings and a representative on a committee. He did not feel that the detention ponds in Shenandoah Heights were large enough to accommodate the runoff. Without adequate input from the neighborhood, the designs may not be appropriate. Mr. St. John responded by explaining staff's contact with the Homeowners Association President Dan O'Brien to establish a meeting date. The project is considered the Timberline/Combs Canyon sedimentation and diversion project and will address the regional storm water facilities. Mayor Masayko reiterated the plan to hold neighborhood meetings during the design phase.

Betty Thoreson explained the location of her property, which is adjacent to the smallest drainage ditch, and expressed the hope that her questions will be addressed during the neighborhood meetings. She requested that she be notified of the meetings. Mayor Masayko requested anyone wishing to attend to contact Mr. St. John. Supervisor Plank expressed his hope that the reorganization of Public Works had improved the communication process.

Supervisor Livermore moved to accept the Purchasing Department's recommendation on Contract 9899-201 to WRC Nevada, 1575 Delucchi Lane, Reno, NV 89502 for a contract amount of \$32,100 and authorize the Development Services Manager to issue amendments for up to an additional amount of \$900. Supervisor Plank seconded the motion. Motion carried 4-0.

A. ix. (1-0365) Board comments noted the Regional Transportation Commission's approval of the contract. City Manager Berkich introduced Jerry Hall and summarized the reasons for suggesting the contract and its benefits. Mayor Masayko explained his involvement in the recruitment process and support for the contract. Mr. Hall elaborated on the benefits of having an advocate and project coordinator. His qualifications were noted. Mayor Masayko indicated that Mr. Berkich, Mr. St. John, and RTC will participate in the discussion and decisions concerning Mr. Hall's assignment(s). This includes control over the costs and, if it is determined that the contract is not longer necessary, termination of it under the no fault clause. Mr. Hall agreed. He also expressed his intent to terminate the contract if he feels he is not a productive member. Discussion indicated the contract was to have included an estimate of the number of hours which Mr. Hall would dedicate to the project. Mr. Hall indicated that the hours had been included in the RFP response and that, due to the length of time taken to draft the contract, may be aligned differently than the estimate had originally proposed. Mr. Berkich indicated the estimate would be attached to the contract. He then explained the informal RFP process used for the professional services contract.

Garth Dull had also responded to the request.

(1-0655) Doug Hone commended the staff and Board on the proposed contract. He suggested that a public area be designated as an informational area where maps and plans for drainage, access, freeway, landscaping, and the airport could be studied. Mayor Masayko supported his suggestion, directed Mr. Berkich to develop such a location, and expanded the list to include bicycle paths.

(1-0692) John Beale felt that the contract should be approved if staff lacks the expertise to oversee the project. Mr. Hall is well qualified for the job. He had purportedly attempted to contact Mr. St. John about several road problems. He had contacted Supervisor Bennett on several problems. "Lake Curry" had finally been addressed. He pointed out liability concerns encountered by the use of private contractors, such as at the Governor's Mansion when the contractor had blocked the sidewalk. He also urged the Board to allocate funding for street repairs.

(1-0739) Al Bernhard supported Mr. Hone's suggestion and questioned whether the public could contact Mr. Hall. Mayor Masayko indicated that the contract included provisions for citizen participation and direct citizen contacts. Mr. Hall agreed.

Mayor Masayko then distributed to the Board and media a copy of Dennis Ritchie's e-mail which he read into the record. (A copy was not given to the Clerk.) Mr. Ritchie supported hiring a consultant.

Mayor Masayko then elaborated on his reasons for recommending Mr. Hall and hiring of a consultant. Mr. Hall will keep the information flowing and the project moving. Supervisor Williamson explained her concern regarding the use of RTC funds due to its present budget shortage for the projects it had already prioritized. She acknowledged the benefits a consultant would provide and questioned the need for another individual who would not be able to provide answers. More than 24 hours a month should be dedicated to the project. The funding should be used to provide another staff person. She recommended hiring Mr. Hall as a staff person to dedicate 100 percent of his time to the project. Supervisor Plank felt that the amount of hours dedicated to the project was not the important issue. Mr. Hall's expertise is the issue. He also felt that 40 hours every week would not be necessary due to Mr. Hall's expertise. Mr. Berkich then explained NDOT's assignment of Jim Gallegos' as the project leader who is dedicating eight hours a day toward his only duty, which is the freeway. Support for this decision was indicated. Although Mr. St. John is acting as the City's technical leader, there are many aspects of the project which require more time than he may be able to provide. Mr. Hall would be able to allocate the time as necessary. If the hours are not necessary, the funds will not be spent. Supervisor Livermore explained Mr. Dull's retention by 12 different business interests to provide the same type of service as proposed for Mr. Hall. Although he did not wish to spend \$47,000 for a "babysitter", it could be in the City's best interest. There is a value to having a person with all the expertise and connections. He would, therefore, support the contract.

(1-1005) Dave Morgan, as a private citizen, questioned whether the open space trails and bicycle paths were included in Mr. Hall's discussions. Mayor Masayko noted that these questions are being asked weekly by various sources. His concept was to have a point person whom these individuals could contact. This would keep the Board, RTC, staff and the public in the loop.

Supervisor Plank moved that the Board accept the Purchasing Department's recommendation on Contract No. 9899-205 and authorize the Mayor to sign a contract with Strategic Project Management, Inc., for a not to exceed cost of \$47,000; budget allocation is \$65,000; and the funding source is RTC, Regional Transportation Commission, Professional Services as provided for in FY 98/99. Supervisor Livermore seconded the motion. Discussion ensued on the need to include the estimated hours in the contract. Mr. Iratcabal indicated that the document should have been included as Exhibit A to the contract and committed to adding it. He also indicated that Mr. Hall had as part of the RFP committed to monthly reports and verbal representations. Supervisor Williamson indicated she could see which way the vote was going. She intended to vote against the motion because she was not comfortable with it and wished Mr. Hall the best. She felt that he must have a little superman shirt on under his suit and hoped that he could do the job. The motion to award the contract as indicated was voted and carried 3-1-0-1 with Supervisor Williamson voting Naye and Supervisor Bennett absent.

Supervisor Plank requested the City Manager be directed to follow-up on Mr. Hone's suggestion as soon as possible. Mayor Masayko supported the proposal and requested a report be provided to the Board as to the location after it is accomplished.

D. (1-1108) Parks and Recreation Director Steve Kastens and Reservation Coordinator Stephanie Simpson explained the annual fee increase and the proposal to create an administrative fee and use that revenue for an additional part-time clerical position. Discussion included justification for assessing all users the same administrative fee regardless of the amount of work required to fulfill the user's request, reasons a differential for the administrative fee was not given to non-profit organizations, and the potential loss of revenue created by the fee increase. Supervisor Livermore indicated his objection to the administrative fee and suggested that, if one is implemented, the resolution establishing the fee policy be revised. The administrative fee should be considered a part of the rental fee. Mr. Kastens agreed to modify the resolution if the fee is increased. He had not wished to appear presumptuous by submitting a resolution prior to having the Board approve the concept. Mr. Kastens pointed out the impact governmental meetings has had on the availability and use of the Sierra Room for other purposes. Supervisor Plank explained his personal use of the system and the advantages of having the process handled by one person. He questioned whether the service level could be modified without harming the system. Without adequate staff, this may be the only option. Supervisor Livermore questioned whether the establishment of the administrative fee would establish a precedence whereby other Department could implement an administrative fee for additional staff. He urged staff to reanalyze the fees and adjust them appropriately to handle all of the staffing needs as allowed in the resolution. Discussion indicated that none of the staff salaries are included in the current rental fees. Mr. Lipparelli opined that the administrative fee would not violate the resolution's intent. Mayor Masayko felt that the proposal should be considered as part of the budget process. He also expressed his concern that the fee may raise the rent too high and create a loss of revenue. Mr. Kastens agreed to take the issue to the Commission at its next meeting when it considers its budget. Supervisor Plank agreed with the proposal to consider the administrative fee and staffing as part of the budget process and encouraged the Board to consider the fee rental issue now. Mr. Berkich explained that previous Boards had considered this approach. An example was the inspection fees for restaurants which had been used to fund a new health inspector. He agreed to resubmit the proposal as a part of the budget process. Mayor Masayko cited the building permit fee increase for the one stop shop as another example. Supervisor Livermore requested the item be returned to the Commission for reconsideration of the administrative fee to develop a fee differential between nonprofit and for profit rentals and the fees which had been assessed. Supervisor Williamson moved to approve the Parks and Recreation Commission recommendation to increase fees for facility and equipment rentals as presented on the attached charts under the column entitled Fiscal 1999-2000 with the new fees going into effect April 1, 1999. Supervisor Plank seconded the motion. Clarification by both Supervisors Williamson and Plank indicated that the administrative fee had been eliminated.

(1-1829) Treasurer Al Kramer explained that the one stop shop had been established approximately four years ago by the CQI team. Prior to that time a lot of the work was done by his office, which he felt had not been the appropriate Department. The correct people are now doing it as they are closer to the problem and the facilities. They can verify whether the cleaning deposit should be returned as they work in the area, etc. He supported Mr. Kastens' request. He did not want the job back with more money. We have had a business license fee in Carson City for a long time. When his office had been doing the job originally, the same General Fund money had paid for that service. You could say that it was General Fund Business License monies who had paid for the service. This no longer occurs. Now, Mr. Kastens pays for the service from his budget as he has more work. An argument could, therefore, be made that some of the General Fund Business License revenues should be used for this position. He was not taking a stand on whether to implement the administrative fee. This is a policy decision which should be left to the Board. The Board could, however, say that the funding originally used for the position was no longer being dedicated toward the position. The funding should be increased as they took over more responsibilities. This could be addressed through the administrative fee proposal. Mayor Masayko acknowledged his point. He indicated his understanding of the resolution and that he was not attempting to force everyone to account for all the money required to administer the building through the rental fees. The City needs to be cognizant of the fee differential between it and the private sector. At some point in time, you must be reasonable.

This decision, as well as the financial decisions, is a business decision. Additional comments were solicited but none given.

The motion to approve the fee increase for the facility and equipment rentals to be effective April 1 was voted and carried 4-0.

BREAK: A ten minute recess was declared at 10:20 a.m. A quorum of the Board was present when Mayor Masayko reconvened the meeting at 10:30 a.m. although Supervisor Bennett was absent as indicated.

4. BOARD OF SUPERVISORS

A. PRESENTATION AND PROJECT UPDATE ON THE NEW MAIN POST OFFICE SITE IN CARSON CITY BY A REPRESENTATIVE OF THE U.S. POSTAL SERVICE (1-1910) - Team Leader for the Denver Real Estate Manager of the Facilities Service Office of the U.S. Post Office Ed Bavouset explained his function and introduced Carson City Postmaster Douglas Ball and Architect Frank Murdock. He then explained the two facilities projects proposed in Carson City - one is the new Highway 50 branch office and the other is the proposed new location at Little Lane and Roop. His remarks included the status of each, the design, and timeframes for completion. Mayor Masayko noted the challenges encountered at the main Post Office and explained his support for its relocation. Mr. Bavouset explained the proposed location. He agreed to put a site plan in the lobby of the Post Office for the public to study and comment on. There has been an agreement to participate in a signal at Roop and Little Lane. The final access/egress location has not yet been determined. Postmaster Ball explained the Ormsby Station location, its amenities, move-in date, and reasons for relocating. Supervisor Plank commended him on the name and appearance of the facility. Mr. Bavouset expounded on the benefits of the new postal store/open retail concept. These facilities should improve the postal service to the community. He welcomed public comments and committed to posting the designs and layout drawings in the lobby of the Post Office.

Supervisor Livermore explained the discontinuance of the Carson City post mark and urged the Post Office Administrators to rethink this decision. Mr. Bavouset indicated that Postmaster Ball would consider and respond to the request at a future time. The postal use in Carson City has increased to the point where it may no longer be feasible for it to cancel the local mail. He thanked the Board for the opportunity to make the presentation. He looked forward to continuing to work the City/community. No formal action was required or taken on this item.

- B. DISCUSSION AND POSSIBLE ACTION ON LEGISLATIVE MATTERS (1-2400) Mr. Berkich indicated that the session is moving very quickly and highlighted Ms. Walker's status report. He also explained that research indicates, as Mr. Lipparelli had previously stated, there are other collection procedures which the Convention and Visitors Bureau could use for delinquent room taxes. Mayor Masayko indicated that there are four other bills which the City was tracking but they had not been introduced. No formal action was required or taken on this item.
- C. NON-ACTION ITEMS INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-2731) Supervisor Williamson reported on meetings on an integrated watershed committee, the Debt Management Committee, a women's conference, the Carson River Advisory Committee, the Chamber of Commerce Mainstreet Committee, the Annual Teachers and Business Leaders of America Internet, and Youth Sports Association. Supervisor Plank reported on his meetings with staff regarding Lyon County and its progress with Western Nevada Home Consortium, the Western Nevada Development District, V&T Railway Construction Project, the Carson Street landscaping, Mary Walker, Senior Center Advisory Council, Sertoma Club, Regional Transportation Commission and its changed meeting schedule, and his plan to attend a workshop tomorrow at Eagle Valley Middle School with the Mayor and the Sheriff. Mayor Masayko reported on his representations at the Legislature; the Public Officials Education Resources workshop, its educational programs, and encouraged other staff and City officials to attend; the joint meeting of the Tri-County Railway and Northern Nevada Railway Foundation; Jim Sasso's interview regarding the railroad project; the Carson City Chamber of Commerce

leadership training welcome and commended City employees Tom Hoffert and Judy Jackson for enrolling; the Nevada Association of Counties Directors meeting; the Airport Authority meeting; the Statewide Transportation Technical Advisory Committee meeting and his feeling about the status of the City's grant application. Supervisor Livermore reported on the meetings of the Convention and Visitors Bureau and its legislation, the Hospital including its 50th anniversary plans, with City staff, and Youth Sports. Mayor Masayko reported for Supervisor Bennett on yesterday's Health Fair activities.

D. STAFF COMMENTS AND STATUS REPORTS (1-3285) - None.

- 5. DEVELOPMENT SERVICES Deputy City Manager Dan St. John ACTION ON IMPROVEMENT AGREEMENT FOR NORTH POINTE BUSINESS PARK, AN INDUSTRIAL SUBDIVISION ON APN 08-132-11 LOCATED AT THE NORTHEAST CORNER OF COLLEGE PARKWAY AND GONI ROAD, CARSON CITY, NEVADA (1-3288) Supervisor Plank moved to approve the Improvement Agreement between Carson City and Randy Venturacci regarding the construction of public improvements related to North Pointe Business Park, an Industrial Subdivision, on APN 08-132-11, located at the northeast corner of College Parkway and Goni Road, Carson City, Nevada; fiscal impact is none. Supervisor Livermore seconded the motion. Motion carried 4-0.
- 6. COMMUNITY DEVELOPMENT DEPARTMENT - Senior Planner Juan Guzman - ACTION ON S-98/99-1 - A REQUEST FROM CRYSTAL BAY AVIATION, LLC (PROPERTY OWNER: CARSON CITY) FOR A TENTATIVE SUBDIVISION MAP FOR 48 HANGAR CONDOMINIUMS ON 4.0 ACRES OF LEASED LAND ZONED PUBLIC (P) LOCATED WITHIN THE CARSON CITY AIRPORT LEASED PARCELS, LP40, LP41, LP48, AND LP49, LOCATED AT 2600 GRAVES LANE, APN 8-133-07 (1-3368) -Supervisor Bennett arrived during Mr. Guzman's introduction--11:35 a.m. (A quorum was present as indicated.) Discussion between the Board and Mr. Guzman indicated that the hangars would not increase the use of the Carson Airport as there are more airplanes stored outside than there are hangars and more than the project will provide additional hangars for. The project will provide a more sophisticated and better product. There are no plans to have kitchen or bedroom facilities. There may be a microwave. Another project has been proposed which will have a "pilot's lounge" area which includes a sofa and cooking facilities. The second project is being treated like an apartment complex. Clarification of Supervisor Livermore's question indicated his concern about the need to collect room taxes. Mr. Guzman indicated that Crystal Bay Aviation's project will allow a pilot to stay at the hangar for a few hours but would not allow "housing". Supervisor Livermore expanded on his reasons for concern and requested staff to investigate the issue further. Mr. Guzman assured him that the facility is not classified as lodging but merely for a few hours. Supervisor Livermore also explained his concerns about the lack of information on storm drainage. Mr. St. John explained that this information will be required later in the process and that the proposed airport regional facility will be required to handle all of the runoff from this project. Supervisor Livermore emphasized the need for the facility to protect not just the hangars but the neighboring and downstream properties as well. Mr. St. John agreed and indicated that this is required. Discussion indicated that a consultant had been selected by the Airport Authority to work on its master plan for storm drainage including the regional facility. Supervisor Plank explained his concerns regarding storm drainage and his comfort with the proposal. He also questioned the reasons for a lack of response to the 98 notifications which staff had mailed. Mr. Guzman explained the telephone call he had received from a concerned citizen on Arrowhead who felt that the property was being purchased and his response. He then explained the tentative map process. Discussion indicated that the applicant would be required to mitigate only his portion of the regional storm drainage facility. He cannot be required to mitigate more than his impact. Mayor Masayko explained the FAA funding which may be available for the project and that these monies may reduce the applicant's costs. The applicant will still be required to participate.

Applicant's land development attorney Craig Howard and Engineer Jim Hadden explained the project. Similar projects were cited around the United States. There are no lodging facilities proposed for the project. The CC&RS prohibit lodging. A hydrology report had been submitted to Mr. Givlin. A detention facility had not been shown due to the plan to use the regional facility. City water and sewer mains run along the east side of the building. The

condos will be connected to this line and will be considered private and maintained by the leaseholder or the condo association. The common areas will be handled in the same fashion as other condo associations. The condos will be subject to the Airport Rules and Regulations as well as the City Building Codes. Mayor Masayko pointed out that the project is also subject to the Growth Management Ordinance. Mr. Guzman explained the reasons for this condition.

Supervisor Williamson moved that the Board of Supervisors approve S-98/99-1, a request from Crystal Bay Aviation, LLC, property owner: Carson City, for a tentative subdivision map for 48 hangar condominiums on 4.0 acres of leased land zoned public located within the Carson City Airport leased parcels, LP40, LP41, LP48, and LP49, located at 2600 Graves Lane, Assessor's Parcel Number 8-133-07; the fiscal impact is nothing. Supervisor Plank seconded the motion. Motion carried 5-0.

CHIEF JUVENILE PROBATION OFFICER - Bill Lewis - STATUS REPORT ON JUVENILE JUSTICE CENTER CAPITAL IMPROVEMENT PROJECT (2-0345) - Mr. Lewis' introduction included his volunteers and members of the team who had worked on the project and the history of the current facility. He encouraged the Board to develop a master plan for the entire site and to remain cognizant of this plan to avoid unnecessary costs in the future. The proposed project will be phased. John Ganther of Ganther Melby used drawings to explain the project and its phases. (Copies are included in the file.) Mr. Lewis provided explanations for the different facilities. Discussion included the cost estimate, its validity, the plans and timing for vacating the former garage, the feasibility of developing a private-public partnership for the construction of the facility and the cost for such a building, the proposal to use CIP funding and pay cash for the facility, the need to provide confidentiality as well as to separate the different classifications of delinquents. Mr. Berkich committed to providing funding alternatives during the budget process. Juvenile Administrative Secretary Valerie Hill explained her computer needs. Juvenile Services Program Coordinator John Sims emphasized the need to continue the quality at-risk programs and address the confidentiality and control problems created by the lack of adequate space. Mayor Masayko indicated the need to analyze all of the options and thanked Mr. Lewis for his report which had sensitized the Board to his needs. A decision will be made during the budget. No formal action was required or taken on this status report.

BREAK: A lunch recess was declared at 12:40 p.m. The entire Board was present when Mayor Masayko reconvened the meeting at 1:40 p.m., constituting a quorum.

8. CITY MANAGER - John Berkich

ACTION ON APPROVAL OF THE FUNDING AND DEVELOPMENT PLANS FOR THE **COMMUNICATIONS CENTER (2-1041)** - Facilities Superintendent Larry Nair, John Ganther of Ganther Melby, Sheriff Rod Banister - Justification for relocating the facility to Ross Gold Park was discussed. Dispatch buildings are very expensive to build as indicated by the estimated cost of \$150 per square foot. Reasons for this cost were noted. Sheriff Banister supported the facility as his number one priority. Mayor Masayko expressed a concern about the lack of a master plan for the Sheriff's facilities. Comments pointed out the reasons the facility had not been included in the new Public Safety Complex. Sheriff Banister felt that the current building(s) could provide adequate space for all of his other personnel, however, the retrofit could be cost prohibitive. Advantages relocating Dispatch may provide were also noted. The pros and cons of other sites were discussed. Mr. Berkich indicated that a team is currently developing a master plan for the Sheriff's facility. A status report will be provided at a future date. New dispatch equipment will be installed in the new facility. The equipment will be Y2K compliant. The building is to be available for use by April 2000. Clarification explained the proposal to allow the deputies assigned to the southeast section of the community to have a desk at the Dispatch Center. Public contact at the facility is not proposed due to the lack of personnel. Supervisor Livermore encouraged Sheriff Banister to consider having a substation in that vicinity. Supervisor Bennett urged the other Board members to consider the housing currently provided for the patrol officers during the budget process. Sheriff Banister reiterated the plan to relocate these officers back to the current administrative facility as soon as the jail portion is moved into the Public Safety Complex. Mr. Berkich reviewed the Board Action Request and

commended Sheriff Banister and his staff on their efforts to obtain federal grants to support the project. Public comments were solicited but none given. Supervisor Bennett moved that the Board of Supervisors approve funding in the amount of \$158,200 and the development plans for the construction of a Communications Center; fiscal impact is \$158,200, and the funding source is the Capital Improvement Program budget. Supervisors Livermore and Plank seconded the motion. Motion carried 5-0.

Supervisor Bennett urged staff to include in the analysis the lease option. Mr. Berkich indicated that this direction was understood as part of the previous item's direction. Any future projects of this type will automatically include such an analysis. Mayor Masayko pointed out that future funding may require innovative funding programs.

- B. ACTION ON APPROVAL OF REVISED VISION AND MISSION STATEMENTS (2-2185) Discussion revised the Mission Statement to read "....community through open and accountable government leadership dedicated to providing public safety, responsible...." and the Vision Statement to read "....cultural diversity and natural setting by providing a well-planned community....". Supervisor Livermore suggested that the Statements be posted in the Sierra Room and other City offices. Mr. Berkich indicated that this direction had been provided during the workshops. Supervisor Williamson moved to approve the Mission Statement and Vision Statement as amended. Supervisor Bennett seconded the motion. Discussion indicated the goals would be considered as a separate item. The motion to approve the amended Mission and Vision Statements was voted and carried 5-0.
- C. ACTION TO ADOPT THE BOARD'S GOALS FOR FISCAL YEAR 1999-2000 (2-2312) A list, including those items which had not been completed from last year's goals, will be provided as part of the budget documents. Supervisor Livermore moved to adopt the Board's goals for fiscal year 1999-2000 as presented with the addition of the last year's list of unaccomplished goals. Supervisor Bennett seconded the motion. Motion carried 5-0.
- **9. DISTRICT ATTORNEY -** Chief Deputy District Attorney Paul Lipparelli
- STATUS REPORT ON BUREAU OF LAND MANAGEMENT (BLM) TRADE INVOLVING PROPERTY LOCATED ON HIGHWAY 50 EAST AND ADJACENT TO PROPERTY OCCUPIED BY CAPITOL CITY LOANS (2-2368) - Deputy District Attorney Mark Forsberg's comments emphasized the discretion given to the District Attorney's office in prosecuting the alleged trespass violation and the courses of remedy open to any concerned citizen regarding that process. The process mandated for transfer of BLM property is being pursued. The citation is being held in abeyance until that process is terminated/accomplished. If this process is unsuccessful, other alternatives will be pursued. The City's interest has been protected to the best of staff's ability including the inclusion of the area on the property tax rolls. The City will not lose its lease with BLM. BLM is cooperating due to the feeling that it is the wise management of the property. Supervisor Williamson explained the Open Space Advisory Committee's review of the proposal and action which had not endorsed the proposed land trade. Mr. Forsberg explained his intent had been to indicate that the City favored the land trade concept. He was unaware that any specific site had been designated for the trade. He was unsure of the business relationship between Mr. Burnaugh and Mr. Serpa. Mr. Burnaugh owns the business which had trespassed. Supervisor Plank felt that the Parks and Recreation Commission had considered the concept but had not endorsed a specific site. Mr. Forsberg indicated that as the City was willing to consider the trade, he had decided to hold the citation in abeyance until the concept is fully analyzed. The process is rather lengthy and involved.

Public comments were solicited. Jerry Vuccaro expounded on his understanding that the City could not trade the property. It must be given back to BLM, who would consider the trade. He did not believe that Mr. Serpa had any relationship to Mr. Burnaugh or the business. The City would not have been made aware of the trespass if he had not expressed an interest in acquiring the property. He felt that the City had inherited a liability due to Mr. Burnaugh's encroachment as well as a potential contamination problem from the vehicles which had been parked on the property. A "Phase I" should be performed. The City is failing to manage the day-to-day activities. He

questioned what the City was going to do to force this activity to cease. Mayor Masayko indicated that the District Attorney's office was pursuing the legal issues. Mr. Vuccaro alleged that BLM had informed him that the property would be auctioned and not exchanged as indicated by the discussion. He questioned the reasons the District Attorney's office was not aware of this potential. Both Mayor Masayko and Supervisor Bennett explained to Mr. Vuccaro that his concerns had not been agendized. Supervisor Bennett suggested he contact the District Attorney's office after the meeting. Mayor Masayko thanked him for his comments. No formal action was required or taken on this item.

B. ACTION TO APPROVE EMPLOYMENT CONTRACT WITH JOHN BERKICH AS CITY MANAGER (2-2845) - Version 5 had been modified as directed at the last Board meeting. Version 6 contained changes to Page 6, Lines 10 and 11. Mayor Masayko explained his reasons for recommending this change. Discussion also pointed out a typographic error in Line 16. Mr. Berkich indicated his support for the revised contract. Supervisor Plank moved to approve the employment contract with John Berkich as City Manager with the use of Version 6 with the exception of Page 7 which is replace Page 7 of Version 6 with removal of the "s" from These in Line 16. Supervisor Bennett seconded the motion. Motion carried 5-0. Supervisor Bennett and Mayor Masayko complimented Mr. Beller and his associate for their assistance.

C. ACTION TO ESTABLISH PERFORMANCE EVALUATION GOALS FOR JULY 1999 (2-3185) - Discussion expressed a desire to have a seventh goal which would have been the Sheriff's master plan, however, this issue was eliminated as this process is already underway with a consultant and is not under Mr. Berkich's control. Discussion explained the quality council program. Supervisor Bennett suggested that Dr. Anne Keast conduct a workshop on this program. Supervisor Livermore suggested that the next set of goals include some issues related to communication. Reasons for this suggestion were noted. Mr. Berkich explained the status of the proposed feasibility study for partnering the City's vehicle maintenance activities with the School District's. Mayor Masayko encouraged Mr. Berkich to include a timeline for issuing the report and recommendations. Mr. Berkich agreed. Another issue which had been proposed for consolidation had been purchasing. This proposal was later determined to not be feasible and has been abandoned. Other areas under consideration for consolidation included building and ground maintenance. Mayor Masayko felt that these issues should be considered when establishing reasonable expectations for next year's goals. He then suggested that the Y2K timeline be extended to January 2000. Discussion indicated that this goal should be separated into three parts and that the final bonus analysis could come after January 2000. Mr. Berkich clarified his intent as being to establish a goal regarding the study and awareness of the problem. Mayor Masayko agreed to establish its value at \$2,000. (3-0005) Consensus supported striking this assessment criteria and inserted the development of a comprehensive contingency plan/emergency preparedness plan and the awareness campaign. Mr. Berkich thanked all of the Elected Officials and Department Heads for their cooperation on this program. Discussion explained the reasons Goals 5 and 6 had been included in the evaluation. These goals had been established by his office in its review of its functions. Supervisor Livermore suggested that in the future eight or nine goals be developed and presented to the Board who would select their top issues. Consensus indicated that goals 1, as modified, through 4 were appropriate. Alternative goals for 5 and 6 were to be proposed at a future meeting. Comments emphasized the need for the goals to be accomplished by June 30 and to be ones that were established as a priority by earlier Board(s). Discussion ensued on whether to add the MPO status to the list. This issue was to be considered for the June goals. Supervisor Plank iterated his recommendation that the goals remain as established by Mr. Berkich as there are only 3-1/2 months until the next fiscal year's goals will be established. Items 5 and 6 were only worth \$750. Supervisor Livermore explained that his intent had been to modify the program when reconsidered in June and not revise the present listing. Mayor Masayko encouraged Mr. Berkich to develop a communication process at least five or six weeks prior to the Board's meeting to establish the next goals which will provide a mechanism for suggestions on what the future goals should be. Likewise, the Board should respond with its list. This will allow the Board to research his goals as well as provide input. Mr. Berkich indicated that he would use the budget to develop the goals. There will also be organizational goals suggested for inclusion to the list. Board input on those items will be solicited. Comments emphasized the need to have the "carryover" list of goals. Supervisor Plank moved to approve the performance evaluation goals to be in place through June 1999 with one modification that is

to be the Y2K which is to be the development of a preparation plan for Y2K. Supervisor Bennett seconded the motion. Mayor Masayko indicated that the motion would adopt the six performance evaluation goals for the end of this fiscal year--June 1999--with only a modification to Goal 1. The motion carried 5-0. Mayor Masayko directed Mr. Berkich to reissue the worksheet with the modifications as indicated.

Consultant Larry Beller commended the Board on its undertaking. He felt that the Board had used its tools to the fullest extent.

There being no other matters for consideration, Supervisor Williamson moved to adjourn. Supervisor Livermore seconded the motion. Motion carried 5-0. Mayor Masayko adjourned the meeting at 3:55 p.m.

The Minutes of the February 18, 1999, Carson City Board of Supervisors meeting

1999.	ARE SO APPROVED ONApril_15
_/s/	Ray Masayko, Mayor
ATTEST:	
_/s/ Alan Glover Clerk-Recorder	