



WASHOE COUNTY

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CM/ACM JS
Budget AM
DA N/A
Comptroller N/A
HR N/A
Other N/A

STAFF REPORT

BOARD MEETING DATE: APRIL 14, 2015

DATE: April 3, 2015
TO: Board of County Commissioners
FROM: Al Rogers, Management Services Director
(775) 328-2017, arogers@washoecounty.us
THROUGH: John Slaughter, County Manager
SUBJECT: Update, discussion and direction to staff regarding Citizen Advisory Board (CAB) program [No fiscal impact]. (All Commission Districts)

SUMMARY

This item is provided as an update on the Citizen Advisory Board (CAB) program and provides an opportunity for discussion and direction to staff for any changes to the program for upcoming fiscal year.

Washoe County Strategic Objective supported by this item: Sustainability of our financial, social and natural resources.

PREVIOUS ACTION

December 17, 2014. Board approval to amend membership to the Warm Springs CAB.

October 14, 2014. Board approval to increase East Truckee Canyon membership to 5 members and 2 alternates.

July 9, 2013. Board approval of the second reading Washoe County Code Chapter 5.429 amendments.

June 25, 2013. First reading Washoe County Code Chapter 5.429 amendments changing the methods of recruitment and appointment of members, changing the method of filling vacancies, creating alternatives for the selection of officers, eliminating the office of secretary-treasurer, changing the terms of office of members

June 11, 2013. Board initiated proceedings to amend Washoe County Code, Chapter 5.

May 23, 2013. Board action to create 9 Citizen Advisory Boards replacing the previous 15 (1 inactive) boards.

April 23, 2013. Continuation of April 9 discussion and direction to staff to bring back 9 Citizen Advisory Boards for consideration.

April 9, 2013. Continuation of March 26, 2013 County Commission discussion on Citizen Involvement Revitalization Project specific to proposed advisory board structure and general direction for creation of up to nine advisory boards.

March 26, 2013. Report of Citizen Involvement Revitalization Project results, options for improvement for citizen involvement and proposed advisory board structure.

January 8, 2013. Status report to the Washoe County Board of Commissioners.

December 11, 2012. Board action to continue the Citizen Involvement Revitalization Project through March 31, 2013.

June 26, 2012. Board action to hold community forums in Citizen Advisory Board (CAB) areas in order to gather feedback on improvements to citizen involvement.

June 12, 2012. Board action to implement the Citizen Involvement Revitalization Project.

June 22, 2010. Board action to separate West Truckee Meadows and Verdi CABs.

June 9, 2009. Board action to suspend the Central CAB and recommend merging Verdi and West Truckee Meadows CAB (Approved 6/23/2009).

May 23, 2008. Board action to decrease the number of CAB meetings from every month to every other month for a net decrease in costs of \$54,906.12.

July 8, 2008. Board action to merge Cold Springs and North Valleys CAB.

BACKGROUND

The Citizen Involvement Revitalization Project (CIRP), implemented per Board direction in June 2012, was to provide the Board of County Commissioners with options to strengthen the dialogue between the Commission and community. The CIRP project was an eighteen (18) month extensive outreach effort reaching almost 300 separate interactions with individuals through twenty plus communities, internal and workshop meetings and four (4) online forums. The goal of CIRP is to support informed decision making in Washoe County by strengthening citizen involvement.

CIRP findings included a potential Citizen Advisory Board (CAB) structure and additional areas of improvement for citizen involvement in Washoe County.

Citizen Advisory Board Structure

In spring of 2013, the Board of County Commissioners provided direction regarding the number, purpose, meeting frequency, formality, administration and appointment process for the Citizen Advisory Boards.

Structural Program Variables for Citizen Advisory Board Program

Program Variables Commissioner Input: 3/26/2013 and 4/9/2013

Purpose	BCC, Sheriff, Fire, Planning, Special topics or topical only
Number	Up to nine citizen advisory boards
Frequency	At Commissioners discretion based on community needs
Level of Formality	Open Meeting Law
Administration	Primarily Contract
Appointment process	As determined by individual Commissioners

In May of 2013, the Board established nine citizen advisory boards to replace the fifteen (15) to begin July 1, 2013. Community interest, determined by the number of applications for membership, guided the activity of the newly established boards. There are two inactive, established Citizen Advisory Boards, Verdi and Sun Valley. Currently there are seven active Citizen Advisory Boards.

Washoe County Citizen Advisory Boards by Commission District

<u>District</u>	<u>Advisory Board</u>	<u>Regular Meeting Frequency</u>	<u>Membership (including alternates)</u>
1	Incline Village Crystal Bay	4	7
1	West Truckee Meadows	4	7
2	South Truckee Meadows/ Washoe Valley	12	12
4	Spanish Springs	6	7
4	East Truckee Canyon	6	7
5	North Valleys	6	12
5	Warm Springs/Rural	4	7
Total FY14:		42	59

Based on public interest and board direction, CAB meetings are scheduled quarterly, every other month or monthly. In addition to regular meetings, each CAB has the ability to request one special meeting. There are currently 59 CAB members. Staff anticipates completing thirty seven (37) meetings by the end of the fiscal year, 90% of the meetings scheduled for active Citizen Advisory Boards.

Staff support for the Citizen Advisory Board program is provided by the Office of the County Manager through the Constituent Services team and contract services for agenda creation and minutes. Total annual staff hours for program administration of the current program equate to 1.14 full time employees (FTE). The support necessary for the Citizen Advisory Board program for each meeting is approximately \$3,400 accounting for dedicated staff time, contracted recording secretary services, and supplies. The contracted secretary costs for this fiscal year are expected to be \$17,820.00.

Through analysis of the extensive constituent feedback obtained during the CIRP project, it was determined that the number one reason individuals attended the Citizen Advisory Board meetings is to connect with their elected representatives. Program success for the CAB program is evaluated by Commissioner, CAB member, and public participation. A review of issues addressed during the meetings is also considered.

Highlights of July 2014/15 Citizen Advisory Board program to date include:

- 25 meetings
 - 86% of 29 regular meetings to date.
- 46% Commissioner meeting attendance
- 7 Active CABS/100% meeting quorums
 - 1 CAB (Warm Springs) did not meet until 2015 due to reduction in membership per the Commission election
- 2 inactive CABS

- 386 public attendees
- 10 attendees is median
 - standard deviation between 0 attendees and 45 exists
- Increased participation with certain issues
 - 18.5% of meetings have 2 or less public attendance
 - 29.6% of meetings have 5 or less public attendance
 - 33.3% of meetings have 8 or less public attendance
- 2 staff average per meeting
- Hot topics for 2014 include:
 - Signage issues,
 - Fire service/legislation,
 - REMSA,
 - Water merger,
 - Election process,
 - Trash and recycling,
 - Social issues for vacation rentals in the Tahoe,
 - Impacts to Washoe County from anticipated future growth,
 - RTC South East Connector, and
 - Development applications (Cellular towers, Village of the Peak, Village Green, nursing care facilities, and Truckee River R.V. Park).

Other Engagement Tools

Three primary areas of improvement for citizen involvement identified during the 2013 Citizen Involvement Revitalization Project include:

1. Improve and focus the communication loop for neighborhood issues by consistently providing timely information about development and building permit applications, schedules of hearings on development matters, public safety and neighborhood issues, and reports of decisions made by the Planning Commission, Board of Adjustment and Board of County Commissioners (BCC)
2. Streamline distribution of information and diversify citizen communication tools
3. Increase education and outreach on opportunities for involvement in local government

Specific example tasks include: expanding communication tools online including Open Washoe County; additional outreach through District-Specific Newsletters; implementing quarterly community network forums as a component of the preferred advisory board program; and, an outreach campaign focused on how to become involved in local government.

Significant progress has been made to address areas of improvement for citizen involvement and to implement specific tasks. Washoe County has continued to utilize Open Washoe to expand the opportunities for citizen involvement to individuals unable to attend a public meeting. In 2014, Open Washoe was used to host eight (8) topics, with 2,713 citizens providing 707 statements equating to 2,121 minutes (more than 35 hours) of public comment. It was key tool used to gather feedback for proposed animal ordinance amendments in a multifaceted citizen involvement campaign during the summer of 2014.

In lieu of an advisory board in the Sun Valley community an area specific newsletter to 6,900 parcels in the Sun Valley community was created. In 2014, the Sun Valley Newsletter was distributed in October for a print and mailing cost of \$2,345 and 120 hours of staff time.

The Office of the County Manager Constituent Services program also manages and coordinates Commissioner Community Forums based on Commissioner and community requests. In 2014, five (5) Commissioner Forums were held with eighty (80) attendees. This does not include the extensive citizen involvement initiative on the proposed animal code ordinance. In 2013, twenty three (23) forums were held with 347 attendees.

Changes and Next Steps

The Washoe County Citizen Advisory Board program purpose, intent, and structure are established by direction of the Board of County Commissioners. To implement the board's direction, changes in geographic boundaries, purpose or composition required updates to the resolutions creating the Citizen Advisory Boards. Program operations are guided by County Code, Citizen Advisory Board handbook and by-laws. Each of these currently requires review and approval of the Board of County Commissioners.

With direction, staff anticipates bringing back additional information to the Board of County Commissioners on May 12, 2015 to include potential amendments to guiding resolutions, codes and documents.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

Accept update on the Washoe County Citizen Advisory Board program and provide direction to staff on changes to the program for the upcoming fiscal year.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "move to accept the update on the Washoe County Citizen Advisory Board program and provide direction to staff on changes to the program for the upcoming fiscal year."

The attached document was submitted to the **Washoe County Board of Commissioners** during the meeting held on April 14, 2015.
by Al Rogers
for Agenda Item No. 18
and included here pursuant to NRS 241.020(7) as amended by AB65 of the 2013 Legislative Session.

Citizen Advisory Boards

CAB Program Update

April 14, 2015

Board of County Commission Meeting



WC Citizen Advisory Boards

- **Provide constituent feedback to elected officials to improve decision making**

<u>Program Variables</u>	
Purpose	BCC, Sheriff, Fire, Planning, Special topics or topical only
Number	Up to nine citizen advisory boards
Frequency	At Commissioners discretion based on community needs
Level of Formality	Open Meeting Law
Administration	Primarily Contract
Appointment process	As determined by individual Commissioners



Citizen Advisory Boards

- Seven (7) active and two (2) inactive boards
- Inactive – Sun Valley & Verdi

District	Advisory Board	Regular Meeting Frequency	Membership (w/alternates)
1	Incline Village Crystal Bay	4	7
1	West Truckee Meadows	4	7
2	South Truckee Meadows/ Washoe Valley	12	12
4	Spanish Springs	6	7
4	East Truckee Canyon	6	7
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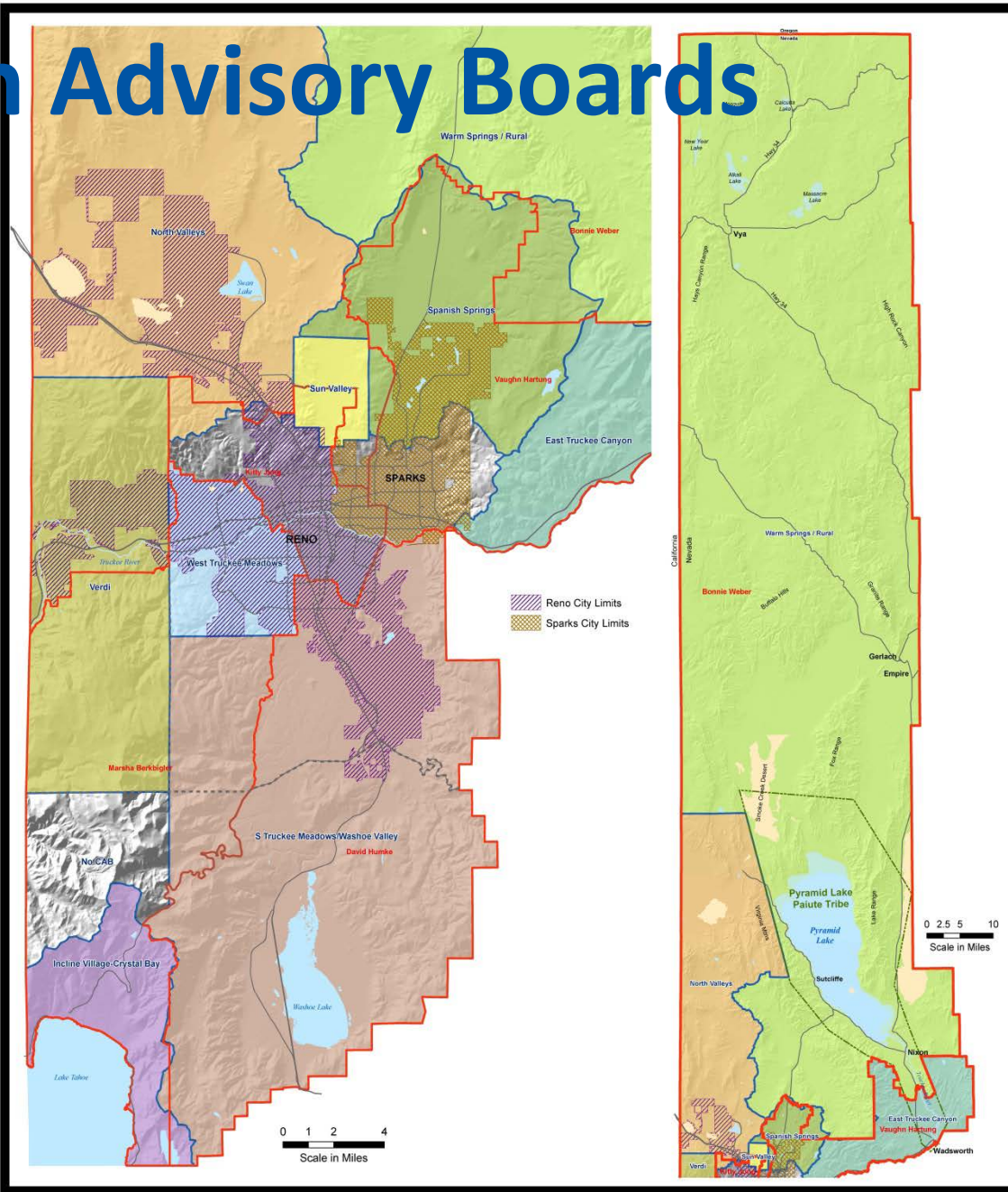


CAB Staff Support

- **County Manager Goal –**
 - Improve Constituent Services & CAB
 - Constituent Services program – 1st Year
- **1.14 FTE – Program Administration**
- **\$3,400 per meeting (approx)**
 - Includes staff time, contracted recording secretary and supplies



Citizen Advisory Boards



2014/15 CAB Highlights

- 25 Meetings to date (37 Total for FY15)
- 46% Commissioner attendance
- 100% Meeting Quorums
- Warm Springs CAB inactive – District 5 Election
- 10 attendees/median
- Hot Topics – Signage, Fire, Water Merger, Development Applications, Election, Vacation Rentals,



Goals/Tools

- **Improve and focus the communication loop**
- **Streamline distribution of information**
- **Diversify citizen communication tools**
- **Increase education and outreach**
- **Opportunities w/Communications & Engagement**
 - Open Washoe,
 - Outreach campaign
 - Open & Issue based Community forums/dinners



Citizen Advisory Board: Next Steps

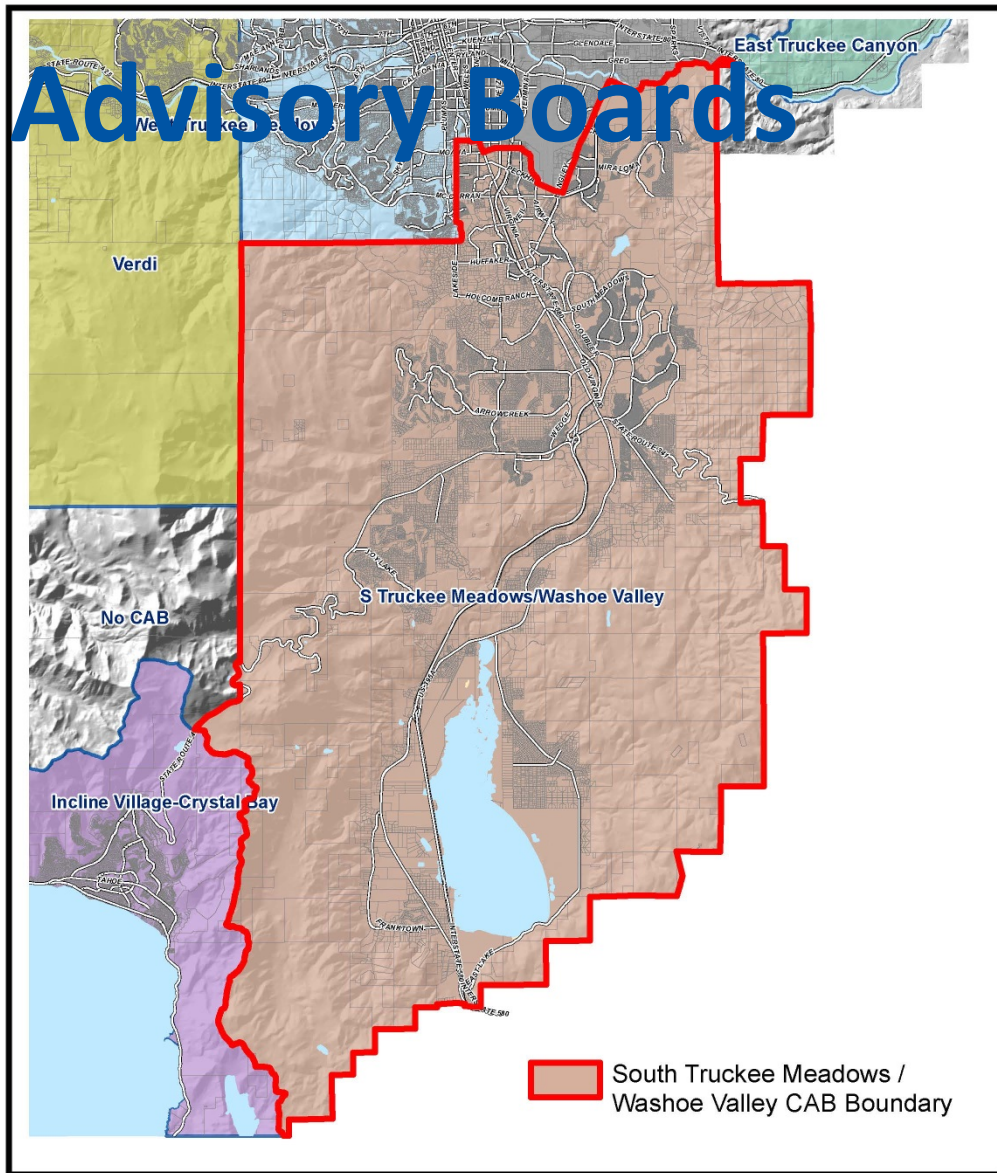
- **Board of County Commissioners Direction**
 - Updated CAB Handbook (2011)
 - Updated Code, by-laws
- **New Board Member Recruitment (Current)**
 - Selections in May
 - Training in June
 - Initial meetings of FY 2016 in July



Questions?



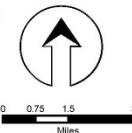
Citizen Advisory Boards



South Truckee Meadows / Washoe Valley CAB Boundary

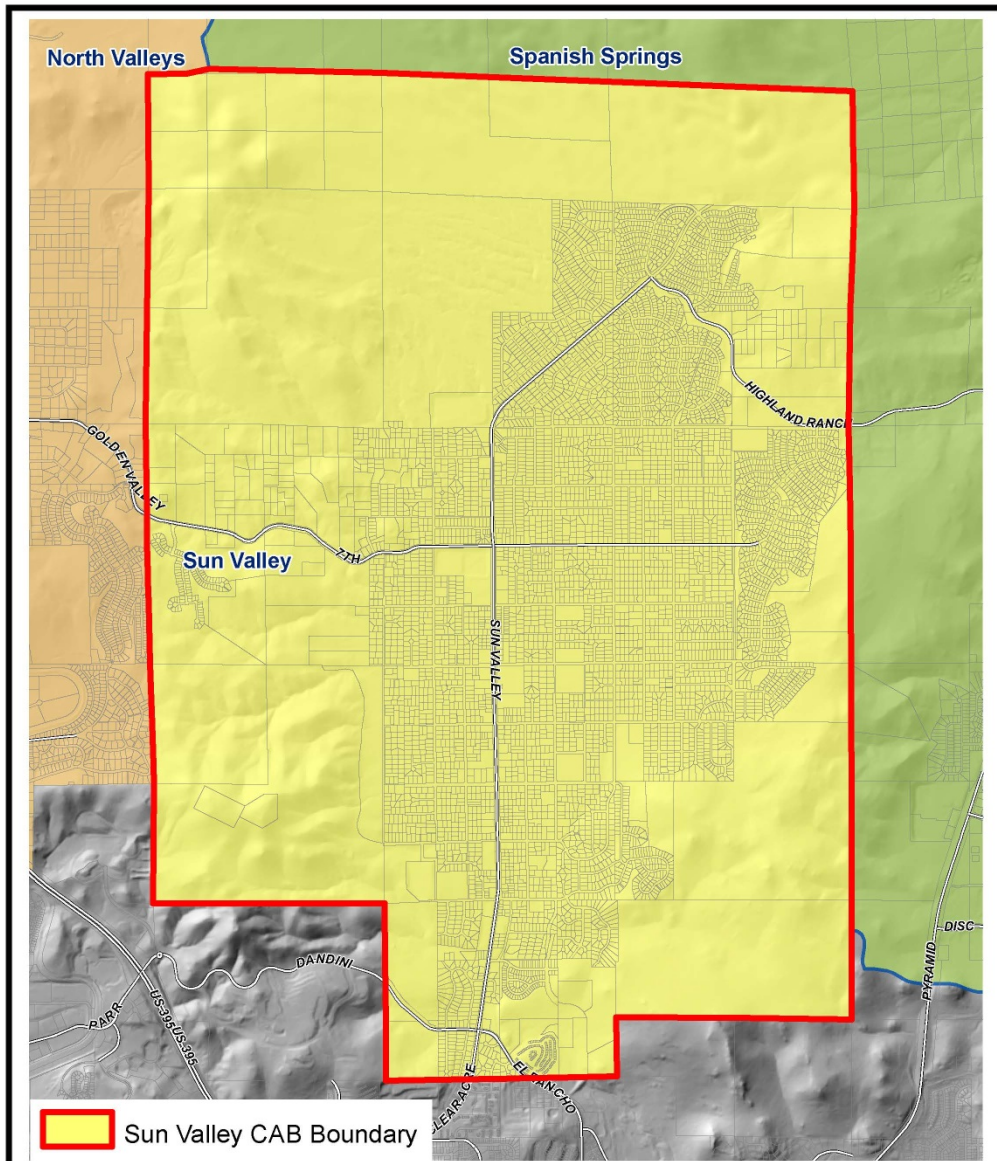
WASHOE COUNTY CITIZEN ADVISORY BOARDS SOUTH TRUCKEE MEADOWS / WASHOE VALLEY

- Roads (Major)
- Water Bodies
- Dry Lake or Playa



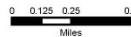
Community Services Department
WASHOE COUNTY NEVADA
 Post Office Box 11130
 Reno, Nevada 89520 (775) 328-3600
 Date: May, 2013





WASHOE COUNTY CITIZEN ADVISORY BOARDS
SUN VALLEY

- Roads (Major)
- Water Bodies
- Dry Lake or Playa



Community Services
 Department

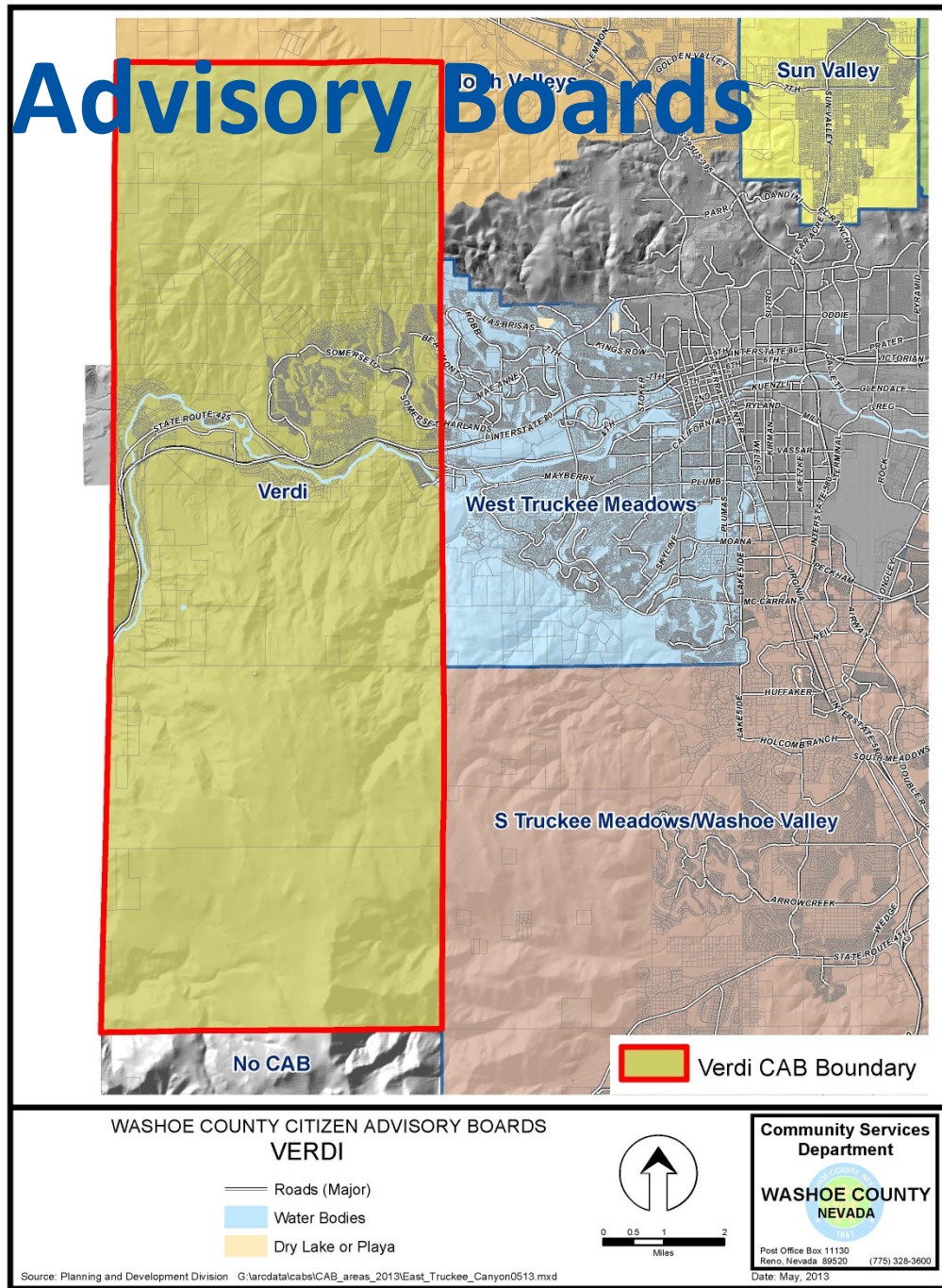
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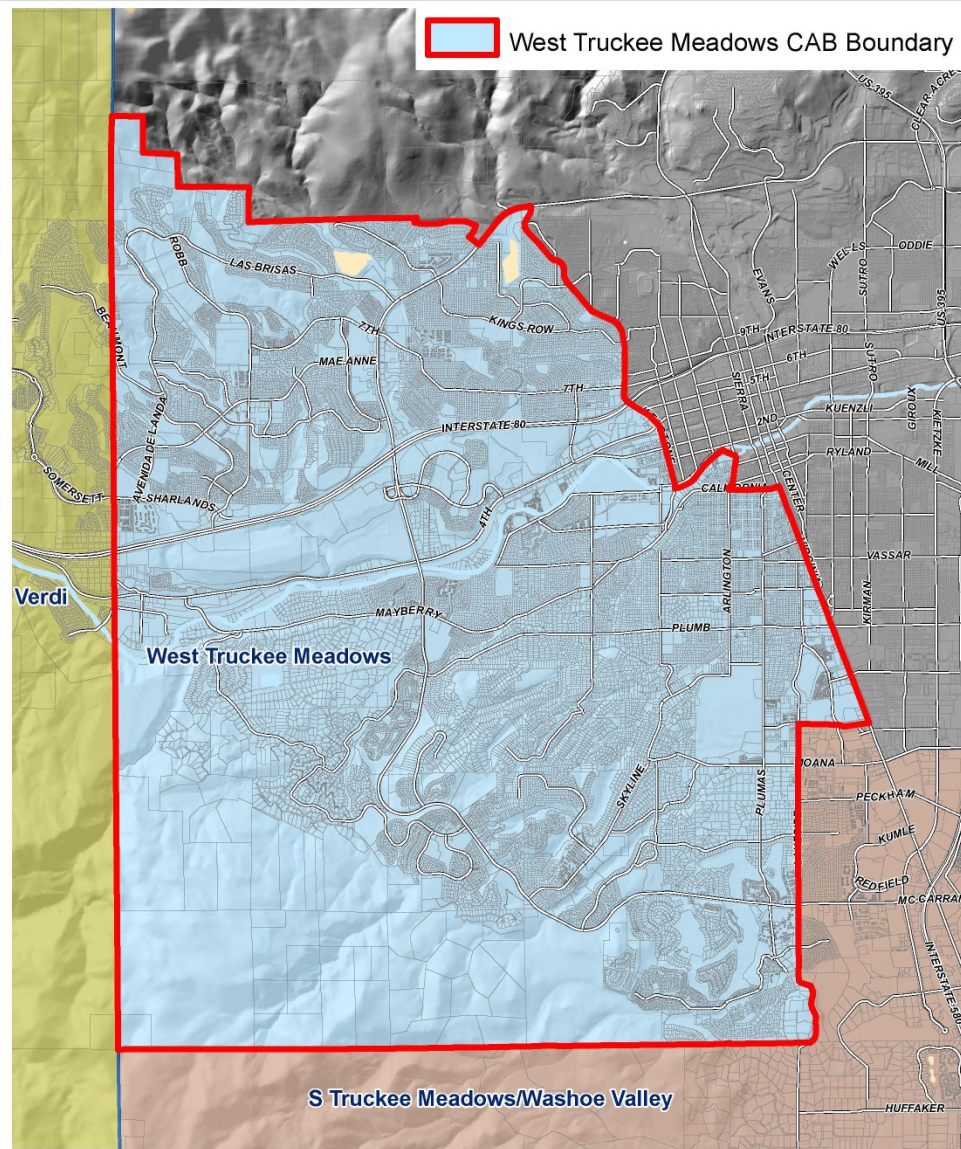
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Citizen Advisory Boards

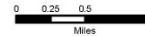


West Truckee Meadows CAB Boundary



WASHOE COUNTY CITIZEN ADVISORY BOARDS
WEST TRUCKEE MEADOWS

- Roads (Major)
- Water Bodies
- Dry Lake or Playa



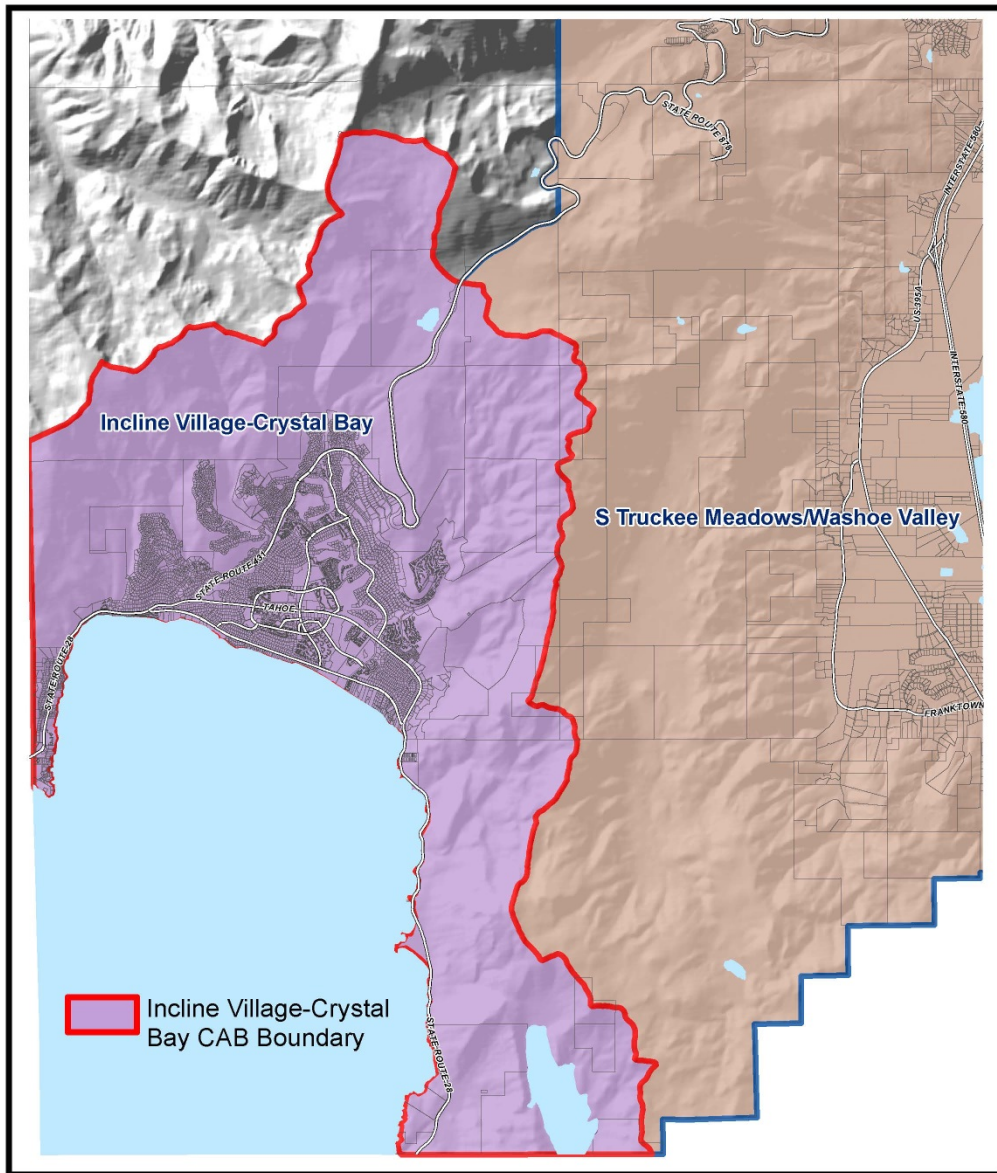
Community Services
Department




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Date: May, 2013


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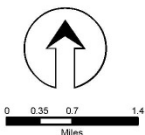




 Incline Village-Crystal Bay CAB Boundary

WASHOE COUNTY CITIZEN ADVISORY BOARDS
INCLINE VILLAGE-CRYSTAL BAY

-  Roads (Major)
-  Water Bodies
-  Dry Lake or Playa



Community Services Department

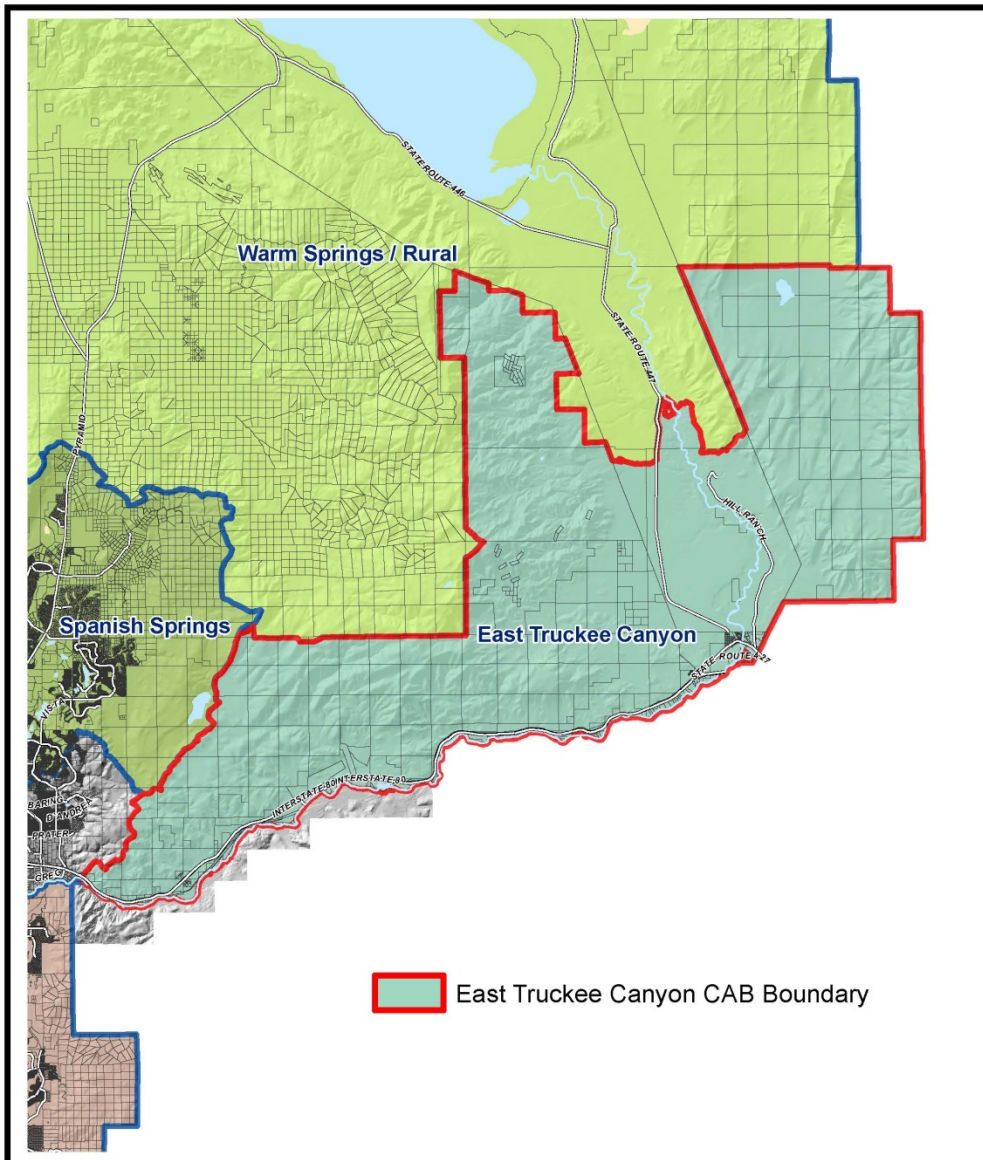



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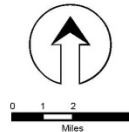




 East Truckee Canyon CAB Boundary

WASHOE COUNTY CITIZEN ADVISORY BOARDS
EAST TRUCKEE CANYON

-  Roads (Major)
-  Water Bodies
-  Dry Lake or Playa



Community Services
 Department

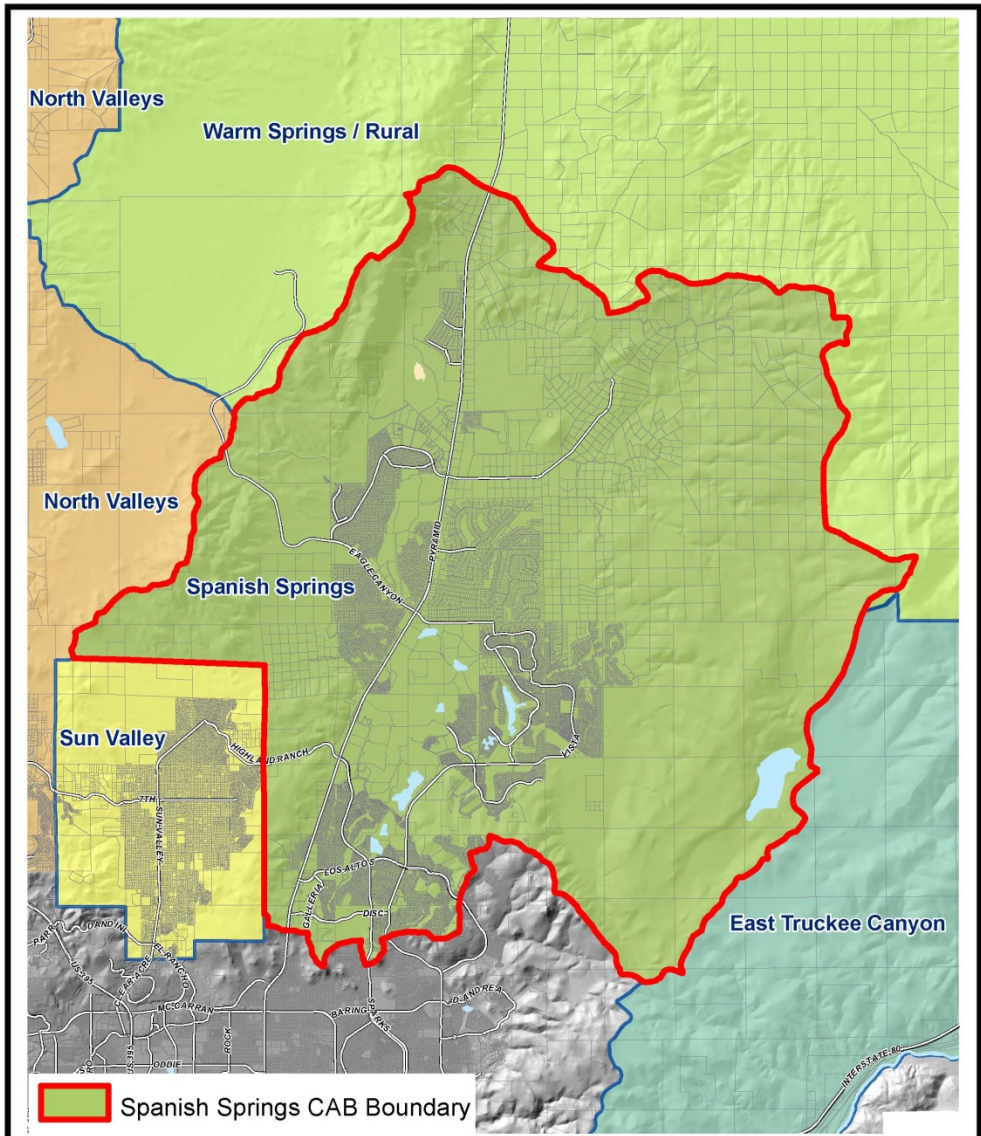
**WASHOE COUNTY
 NEVADA**

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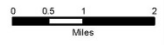




 Spanish Springs CAB Boundary

WASHOE COUNTY CITIZEN ADVISORY BOARDS
SPANISH SPRINGS

-  Roads (Major)
-  Water Bodies
-  Dry Lake or Playa



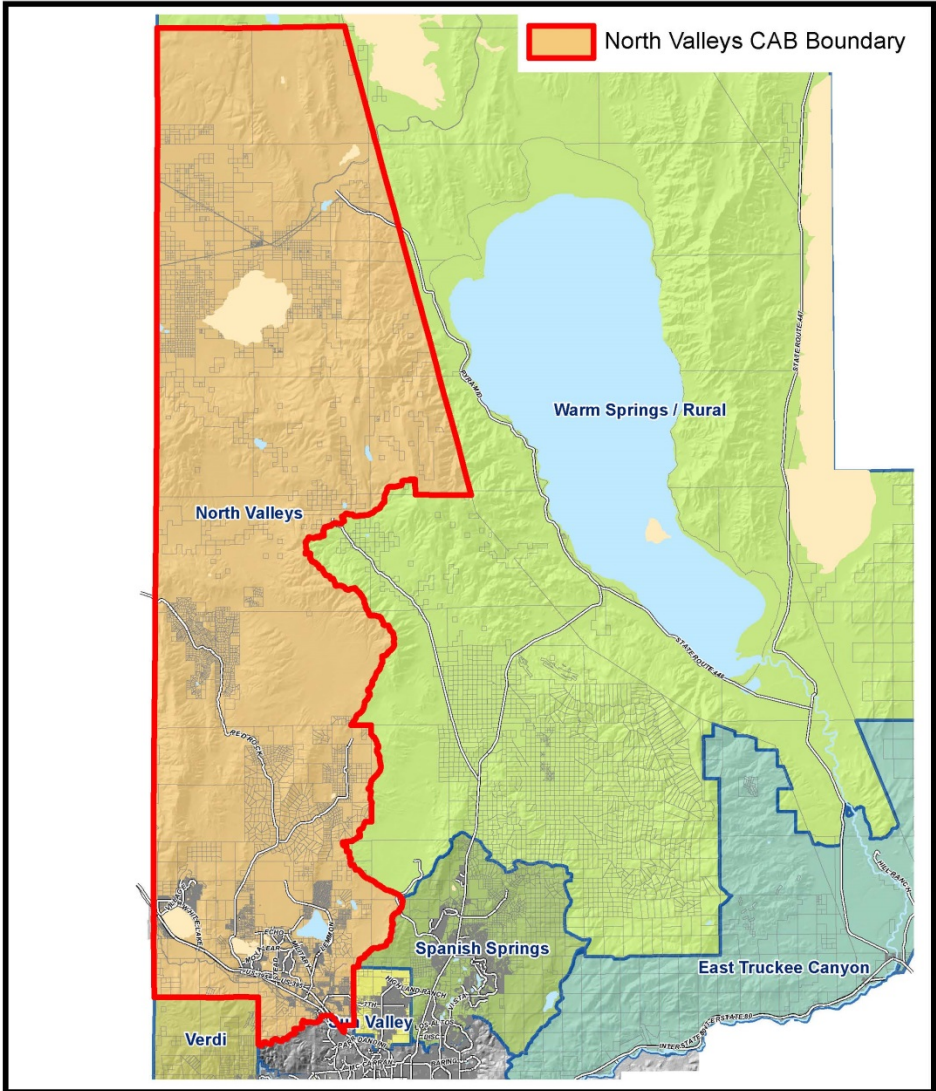
Community Services
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Reno, Nevada 89520 (775) 328-3600
Date: May, 2013

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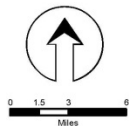




North Valleys CAB Boundary

WASHOE COUNTY CITIZEN ADVISORY BOARDS
NORTH VALLEYS

- Roads (Major)
- Water Bodies
- Dry Lake or Playa



Community Services
 Department



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 Date: May, 2013

Source: Planning and Development Division G:\arcdata\cabsl\CAB_areas_2013\East_Truckee_Canyon0513.mxd



