

**CITY OF NORTH LAS VEGAS
REGULAR REDEVELOPMENT AGENCY MEETING MINUTES**

August 6, 2003

Website - <http://www.cityofnorthlasvegas.com>

CHAIRMAN ROBERT L. ELIASON
VICE CHAIRMAN SHARI BUCK

CALL TO ORDER 5:30 P.M., Council Chambers, 2200 Civic Center Drive, North Las Vegas, Nevada

ROLL CALL **PRESENT**

Shari Buck, Vice Chairman
Michael L. Montandon, Board Member
William E. Robinson, Board Member
Stephanie S. Smith, Board Member

EXCUSED

Robert L. Eliason, Chairman

STAFF PRESENT

Assistant City Manager Gregory Rose
Assistant City Manager Dan Tarwater
City Attorney Sean McGowan
City Clerk Eileen M. Sevigny
Community Development Director Jacque Risner
Assistant City Clerk Karen Storms

WELCOME Vice Chairman Shari Buck

VERIFICATION Eileen M. Sevigny, CMC, City Clerk

AGENDA

1. APPROVAL OF THE REGULAR REDEVELOPMENT AGENCY AGENDA OF AUGUST 6, 2003.

ACTION: APPROVED

MOTION: Board Member Robinson

SECOND: Board Member Smith

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

2. APPROVAL OF REGULAR REDEVELOPMENT AGENCY MEETING MINUTES OF JULY 2, 2003.

ACTION: APPROVED

MOTION: Board Member Robinson

SECOND: Board Member Smith

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

BUSINESS

3. APPROVAL TO APPOINT ACTING CITY MANAGER, GREGORY E. ROSE AS THE ACTING DIRECTOR FOR THE REDEVELOPMENT AGENCY.

ACTION: APPROVED

MOTION: Board Member Smith

SECOND: Board Member Montandon

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

4. MONTHLY STATUS REPORT ON THE NEW CODE ENFORCEMENT CITATION POLICY.

Community Development Director Jacque Risner introduced Sheldon Klain, Manager of Code Enforcement. The purpose of the presentation was a proposal for a new code enforcement citation policy. Director Risner explained currently, Code Enforcement was the primary tool for revitalization in the mature areas of the City and for preventing deterioration in the new and growing areas in the City. North Las Vegas was growing at a rate of 8% to 10% per year. That growth rate dramatically increased the amount of neighborhoods that required monitoring. There was a limited amount of resources to respond to the increasing workload, including personnel, office space, vehicles and computer related equipment. As the population grew, there were an increasing number of complaints to respond to as well, requiring more proactive enforcement.

Director Risner explained currently, when a complaint was received, it was recorded and responded to within three working days. A Notice of Violation was issued if necessary.

Two forms of the notice of violation were given to the homeowner; the first stated the homeowner had ten days to rectify the situation before Code Enforcement would repeat the inspection. If the situation was not abated, the second notice was issued which gave the homeowner an additional ten days. Extensions were granted on a case by case basis. If the situation still had not been abated after the twenty day period, a citation was issued. Reasonable time was allowed for compliance on the citation and, depending on the infraction, that time frame could range from three days to three months. The citation was issued by mail, in person, or by posting on the property, depending on the situation. The time frames for court dates were determined by how the citation was issued. Director Risner pointed out at any time, a citation or Notice and Order to Abate could be issued without the prolonged notice of violation process. She pointed out the process used to allow for two fifteen day compliance periods and she had not seen a noticeable difference in the two time frames.

Director Risner reviewed abatement of nuisance violations. If the citation was not complied with and the court ordered the City to abate the property, a Notice and Order to Abate could be obtained immediately. That approach was secondary to working with property owners to assist with compliance issues. The actual abatement would be completed by a City paid contractor followed by a demand for payment from the property owner. If the property did not pay, a Notice of Claim of Lien would be placed on the property. Once the lien was satisfied, a Notice of Lien Release would be issued. This was a long, slow process.

Director Risner pointed out the mature areas of the City were not the only areas challenged by code enforcement issues. There were challenges in the newer and the infill development areas as well. Director Risner commented that oftentimes empty land posed more frequent challenges as it was often used as a dumping ground for trash.

Director Risner reviewed the proposed revised citation policy. All complaints would continue to be received and recorded. The first response would be within 24 hours and would be a courtesy letter sent to the property occupant stating a violation had been reported and Code Enforcement would be out within ten days to verify the complaint. If, after the ten day period the complaint was found to be justified, a citation would be issued. If the complaint was not justified, the case would be closed. The court date would be set within three to five weeks, depending on the delivery method of the citation. The citation would list the actual Municipal Code violated; the letter would explain what action needed to be taken. An exterior property inspection form could accompany the citation if necessary. It explained additional violations that would be cited. A re-inspection date prior to the court date would also be included on the citation. If, prior to the court date, the violation was abated, Code Enforcement would report to the City Attorney's Office and to the Court that on the re-inspection the problem had been abated and there was no need for further action.

Director Risner reviewed the differences between the current and proposed policies:

<u>Current Policy:</u>		<u>Proposed Policy:</u>	
Complaint Received	Day 1	Complaint Received	Day 1
Inspection/NOV	Day 4	Courtesy letter sent	Day 2
Final NOV issued	Day 14	Inspection/citation & Court date set	Day 12
Citation Issued	Day 24	Court arraignment	Day 33
Court arraignment	Day 59	Trial Day	Day 54
Trial Day	Day 80		
Total time (With no extension of time issued)	80 Days	Total Time	54 days
		Time saved	26 days times
		8 officers =	208 days

The saving of resources by using the new policy would allow for greater flexibility to serve more areas of the City. It would allow Staff to expeditiously handle the increasing volume of complaints received and would maximize the use of limited resources. It would also reduce the total time before the resolution of complaints. Lengthy response times had given the appearance the City had not responded in a timely manner, creating additional complaints. Director Risner stated the revised policy had been reviewed and endorsed by the Municipal Court Judge. Judge VanLandschoot offered to set aside one Thursday afternoon a month to process the majority of code violation cases.

Board Member Robinson questioned the effectiveness of further shortening the time frames for the citation process. Director Risner responded it would dramatically increase the case load on the court. Acting Director Rose stated the half day the Judge would be providing would be a start and would be evaluated as the program expanded.

Vice Chairman Buck questioned the appropriateness of issuing a court date on the date the citation was issued. She felt it would be more appropriate to notify the property owner of the violation and give a set amount of time for clean-up and then, if warranted, issue a citation and a court date. She felt the automatic issuance of a court date was unnecessary if the proper action was taken prior to the appearance at court. Director Risner responded the issue had been discussed with Judge VanLandschoot and he recommended that change to the procedure. He felt to return to the property several times was not an efficient use of manpower. Director Risner pointed out there would be a City contact in the first letter issued to give the property owner the opportunity to explain any extenuating circumstances. Vice Chairman Buck questioned the practice of issuing a court date when a violation was corrected before court action was necessary. Acting Director Rose added the citation with court date would not be issued unless no progress had been made to comply with the previous letters. The City's goal was to work with the homeowners and avoid the court system.

Board Member Smith pointed out in other instances, such as traffic issues, the citation

automatically included a court date. She felt an expedited process would be beneficial to the community.

Director Risner stated she would work further with the City Attorney and the Judge to explore all options discussed.

Acting Director Rose added typically, if the property owner was found to be in compliance on the second inspection, they did not have to appear before the Court. Vice Chairman Buck questioned whether the residents were aware of that fact. Acting Director Rose stated it would be made very clear to the residents.

ACTION: STATUS REPORT GIVEN

5. **APPROVAL OF THE ACQUISITION OF CLARK COUNTY ASSESSOR'S PARCEL NUMBER 139-23-211-010 IN THE AMOUNT OF \$120,000, WHICH INCLUDES \$20,000 FOR CLOSING, ASSESSMENT, ABATEMENT AND DEMOLITION COSTS, AND AUTHORIZATION FOR THE REDEVELOPMENT AGENCY CHAIRMAN TO EXECUTE AGREEMENTS. (CNLV Contract No. C-5438)**

ACTION: APPROVED

MOTION: Board Member Montandon

SECOND: Board Member Smith

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

6. **APPROVAL OF THE ACQUISITION OF CLARK COUNTY ASSESSOR'S PARCEL NUMBER 139-22-711-038 IN THE AMOUNT OF \$188,000, WHICH INCLUDES \$20,000 FOR CLOSING, ASSESSMENT, ABATEMENT AND DEMOLITION COSTS, AND AUTHORIZATION FOR THE REDEVELOPMENT AGENCY CHAIRMAN TO EXECUTE AGREEMENTS. (CNLV Contract No. C-5439)**

ACTION: APPROVED

MOTION: Board Member Robinson

SECOND: Board Member Smith

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

PUBLIC FORUM

There were no participants.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:52 P.M.

MOTION: Board Member Smith

SECOND: Board Member Montandon

AYES: Vice Chairman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

APPROVED: September 3, 2003

/s/ Robert L. Eliason
Robert L. Eliason, Chairman

ATTEST:

/s/ Eileen M. Sevigny
Eileen M. Sevigny, CMC, Agency Secretary