



**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD
AND CARSON CITY REDEVELOPMENT AUTHORITY**

Day: Thursday
Date: October 18, 2012
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

- 1. Call to Order – Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Brian Underwood, Sierra Lutheran High School**
- 4. Pledge of Allegiance**

5. Public Comments and Discussion:

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority and the Carson City Board of Health (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, or the Mayor Pro-Tem, retains discretion to only provide for public comment under a public comment item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

- 6. For Possible Action: Approval of Minutes - September 20, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Consent Agenda**

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting.

The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8-1. Assessor

For Possible Action: To approve the increase of the taxes from the 2012/13 real property tax roll for Assessor's parcel number 001-103-14 (1851 N Nevada St) per NRS 361.091 and NRS 361.765 in the amount of \$793.64. (*Kimberly Adams*)

Staff Summary: The Assessor's Office is requesting the Board of Supervisors to increase the taxes for the 2012/13 real property tax roll from Assessor's parcel number 001-103-14 (1851 N Nevada St.) in the amount of \$793.64 per NRS 361.091 and NRS 361.765. The disabled veteran received his exemption both in Carson City and in Douglas County. Nevada law states you may only apply in the county in which you reside, therefore, he was only entitled to one exemption. In addition, the owner received the 3% owner occupied tax cap on their property located in Douglas County and Carson City. Per NRS 361.4723 (a) "Primary residence of the owner" means a residence which: (1) Is designated by the owner as the primary residence of the owner in this State, exclusive of any other residence of the owner in this State. The Assessor's office is requesting that the disabled veterans' exemption be removed and that the abatement be adjusted so that the taxes reflect the correct alternate tax cap for the 2012/13 tax year per NRS 361.091 and NRS 361.765.

8-2. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through October 9, 2012 per NRS 251.030 and NRS 354.290. (*Nick Providenti*)

Staff Summary: NRS 251.030 requires the Finance Director (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case the Board of Supervisors), at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.

8-3. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1213-107 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with Carollo Engineers, Inc., to provide Professional Services for Wastewater Reclamation Plant Digester Rehabilitation Project – Phase 1 through July 1, 2013 for a not to exceed amount of \$92,156.00 to be funded from the Wastewater Professional Services Account as provided FY 2012/2013. (*Kim Belt*)

Staff Summary: This contract is to provide project management, detailed design, and supplemental services for the Wastewater Reclamation Plant Digester Rehabilitation Project – Phase I. Carollo Engineers, Inc. conducted structural assessments of Carson City's Digesters and determined that the Dome in Digester 1 needed to be replaced and an interior assessment of Digester 2 needed to be completed.

- B) For Possible Action: To approve Contract No. 1213-108, Joinder Contract with American Emergency Vehicles through the Houston-Galveston Area Counsel (H-GAC) for the purchase of a Ford F450 Type

1 TraumaHawk Ambulance for a not to exceed amount of \$180,016.00 to be funded from the Capital Outlay/Ambulance Fund as provided for in FY 2012/2013. (File No. 1213-108) (*Kim Belt*)

Staff Summary: The Fire Department has been authorized to purchase an Ambulance. This purchase request will utilize the Houston-Galveston Area Counsel buying cooperative to acquire the ambulance. This ambulance will replace a 2002 ambulance that has over 120,000 miles.

8-4. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 11, 2012 thru October 8, 2012. (*Larry Werner*)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

8-5. District Attorney

For Possible Action: To approve an upgrade of one Legal Secretary I position to a Legal Secretary II position within the Carson City District Attorney's Office. (*Randal Munn*)

Staff Summary: Approval of this upgrade will change the position allocations in the District Attorney's Office from one (1) Legal Secretary I position, one (1) Legal Secretary II position, and four (4) Legal Secretary III positions to two (2) Legal Secretary II positions and four (4) Legal Secretary III positions. Upgrade of one position will permit the promotion of an existing Legal Secretary based on merit and appropriately compensate her for the quality and quantity of her work.

(End of Consent Agenda)

9. Recess as Board of Supervisors

Liquor and Entertainment Board

10. Call to Order & Roll Call – Liquor and Entertainment Board

11. For Possible Action: Approval of Minutes - September 6, 2012 and September 20, 2012

12. Public Works - Business License

For Possible Action: To approve Monira Saly as the liquor manager for Sushi Delight (Liquor License #13-27649) located at 111 E. Telegraph St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Monira Saly will replace the current liquor manager.

13. **Public Comment**
14. **For Possible Action: To Adjourn as the Liquor and Entertainment Board**
15. **Reconvene as the Board of Supervisors**

Ordinances, Resolutions, and Other Items

16. **Any item(s) pulled from the Consent Agenda will be heard at this time.**
17. **Health and Human Services**

For Possible Action: To accept a sub-grant in the amount of \$118,085 for year one and \$310,828 for year two, for a total of \$428,913 over a two year period, from the Nevada State Health Division Bureau of Child, Family & Community Wellness; Immunization Program. The grant will be awarded on approximately October 25, 2012. The purpose of this grant is to implement school located immunizations that are sustained through third party billing. (*Marena Works*)

Staff Summary: The funding, which originates from the Centers for Disease Control (CDC), will be used to support 1 FTE Registered Nurse and 1 part-time Registered Nurse plus vaccine and travel monies. The focus will be on vaccinating for Tdap (Tetanus, diphtheria and pertussis) in the school setting.

18. **Recess as Board of Supervisors**

Redevelopment Authority

19. **Call to Order & Roll Call – Redevelopment Authority**
20. **For Possible Action: Approval of Minutes - July 5, 2012**
21. **Special Presentation**

Presentation of the 2012 Christmas ornament to Pastors Rob and Dixie Jennings-Teats from the First United Methodist Church. (*Shelly Aldean*)

22. **Public Comment**
23. **For Possible Action: To Adjourn as the Redevelopment Authority**
24. **Reconvene as the Board of Supervisors**
25. **Parks and Recreation - Open Space**

For Possible Action: A public hearing to determine, pursuant to NRS 244.281(1)(c) the fair market value of APN 008-523-09 containing 1.02 acres is \$115,000 and that the fair market value of easements is \$30,000 for county real estate located in the vicinity of Capitol Loans at 5951 Highway 50 East. (*Juan Guzman*)

Staff Summary: The purpose of this hearing is for the Board of Supervisors to determine the fair market value of property and easements on APN 008-523-09 in accordance with the provisions of NRS 244.2795.1(a). This is an initial step of several needed to sell easements and/or the entire property.

26. Parks and Recreation

For Possible Action: To approve the submittal of a Southern Nevada Public Land Management Act (SNPLMA) grant application for capital improvements to the lower sports complex at JohnD Winters Centennial Park, to authorize Roger Moellendorf, Parks and Recreation Director to sign the grant application on behalf of Carson City, and to authorize the Mayor to sign a letter of support for the project. *(Joel Dunn / Juan Guzman)*

Staff Summary: Carson City has the opportunity to apply for a Southern Nevada Public Land Management Act (SNPLMA) grant in Round 14 for capital improvements to the lower sports complex at JohnD Winters Centennial Park. Parks and Recreation Department staff is requesting Board of Supervisors approval to apply for this grant.

27. Public Works - Planning and Zoning

For Possible Action: To approve an extension of time for acting on the filing of a final map for the Tentative Subdivision Map known as Combs Canyon I, consisting of 23 lots on approximately 57 acres, located approximately 400 feet northwest of the intersection of Combs Canyon Road and Timberline Drive, extending the date by which a final map must be filed to January 17, 2013, in order to allow time for the developer and the City to enter into a development agreement to provide for further extensions of time. *(Lee Plemel)*

Staff Summary: The Combs Canyon I subdivision was originally approved in October 2006 and the Board of Supervisors granted two-year extension of the approval in 2010. The subdivision approval will expire on October 19, 2012, unless the Board of Supervisors approves an extension.

28. Public Works

For Possible Action: To approve and authorize the Mayor to sign a letter of support for participation in the Integrated Source Water Protection Program. *(Andrew Burnham)*

Staff Summary: Presentation from Kim Borgzinner, Staff Engineer, for the Division of Environmental Protection, Bureau of Water Pollution Control; is providing an overview of the State's Integrated Source Water Protection Program (also referred to as "ISWPP") and requesting Carson City's support for and participation in the ISWPP.

29. Board of Supervisors

Non-Action Items:

Status review of projects
Internal communications and administrative matters
Correspondence to the Board of Supervisors
Status reports and comments from the members of the Board
Staff comments and status report

EVENING SESSION – 4:30 P.M.

30. City Manager

- A) For Possible Action: To appoint one member to the Carson City Airport Authority to the Citizen-at-Large position for a term that expires in October 2013. *(Larry Werner)*

Staff Summary: There is one open position on the Airport Authority for a Manufacturer due to a member's resignation. No applications were received for the Manufacturer position. The 2011 Statutes of Nevada allow for the Board of Supervisors to appoint a member who represents the general public if they are unable to find a qualified Manufacturer to fill the position. An application was received from Ray English for the Citizen-at-Large position. No other applications were received.

- B) For Possible Action: To appoint one member to the Carson City Parks and Recreation Commission to fill a four-year term that expires in January 2016. *(Larry Werner)*

Staff Summary: CCMC 2.16 .010 and NRS 244.3076 provide for a Parks and Recreation Commission to be composed of no more than nine members. Members shall be appointed by the Board of Supervisors. There is one opening due to a member's resignation. Applications have been received from the following persons: Joan Colburn, Lee-Ann Keever, and Jennifer Veneziano. No other applications were received.

- 31. Public Comment:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

32. For Possible Action: To Adjourn

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
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Copies of information related to the above items can be viewed in the City Manager's Office.
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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.
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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775)887-2100 at least 24 hours in advance.
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This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.
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This agenda and backup information are available on the City's website at www.carson.org/agendas
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This notice has been posted at the following locations:

Community Center 851 East William Street
Public Safety Complex 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: October 11, 2012