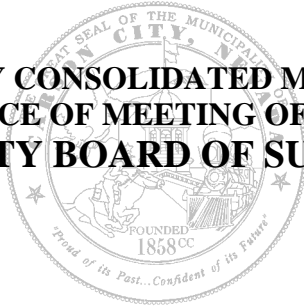


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**



Day: Thursday
Date: January 17, 2008
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

Call to Order

Roll Call

Invocation - Fr. Chuck Durante, St. Teresa of Avila Catholic Community

Pledge of Allegiance

Public Comments and Discussion: *The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board and the Carson City Redevelopment Authority. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comment during individual agenda items will be taken on the item at the time the item is called for hearing.*

1. Action on Approval of Minutes

2. Changes to the Agenda

3. Consent Agenda

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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.
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3-1. Clerk Recorder

Annual Report of the Carson City Recorder per NRS 247.305 and NRS 247.306.

Staff Summary: This report shows actual revenues and expenditures for FY 06-07 and projected revenues and expenditures for FY 07-08. NRS 247 requires the county recorder to submit an annual report to the Board of Supervisors which contains: a) an estimate of the proceeds that the county recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305, b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to the same subsection for the costs related to the technology required for the office of the county recorder.

3-2. Parks and Recreation

Action to correct the appointment terms of Charles Adams, Steven Lasco, James Smolenski and Todd Westergard, to the Parks and Recreation Commission for four year terms ending January 1, 2012.

Staff Summary: During the December 20, 2007 Board of Supervisors' meeting the Supervisors appointed Charles Adams, Steven Lasco, James Smolenski and Todd Westergard to four terms on the Parks and Recreation Commission. The action taken erroneously listed their term expiration dates as January 2011. The correct date should be January 1, 2012.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

4. Development Services - Planning and Zoning

Action to adopt a resolution approving a moratorium on the acceptance and processing of applications for any freestanding sign that exceeds the maximum permitted sign height or sign area, and that is designed to be visible from at least one direction of the Carson City Freeway, including future freeway phases, for a period of 120 days. (File MISC-07-187)

Staff Summary: The purpose of the moratorium is to allow time for the Planning Commission and staff to amend Title 18 and the Development Standards of the Carson City Municipal Code by developing comprehensive criteria for the review of freeway-oriented signs. This moratorium could affect applications for such signs on commercial and industrial properties along the freeway.

5. Parks and Recreation

Presentation and overview of current and future activities of the Parks and Recreation Department.

Staff Summary: Roger Moellendorf, Parks and Recreation Director will be updating the Board on their operations.

6. Supervisor Livermore

Action to adopt, on second reading, Bill No. 101 an ordinance amending the Carson City Municipal Code, Title 2, Administration and Personnel, by adding Chapter 41, Carson City Cultural Commission, and adding Section 2.41.010, Purpose of the Carson City Cultural Commission, Section 2.41.020, Findings Supporting the Creation of the Carson City Cultural Commission, Section 2.41.030, Creation of the Carson City Cultural Commission, Section 2.41.040, Membership and terms of office of the Carson City Cultural Commission, Section 2.41.050, Requirements for Membership on the Carson City Cultural Commission, Section 2.41.060, Duties of the Carson City Cultural Commission, Section 2.41.070, Functions of the Carson City Cultural Commission, Section 2.41.080, Cooperation of Carson City Cultural Commission with other private and public entities, Section 2.41.090, Duties of Carson City to support the Carson City Cultural Commission and other arts and cultural entities, and other matters properly relating thereto.

Staff Summary: The purpose of this ordinance is to create the Carson City Cultural Commission to serve as the Board of Supervisors' principal advisor on all arts and cultural matters as they pertain to the betterment of our community. The Commission will ensure that the citizens of Carson City benefit from the grassroots efforts of the Carson City Arts and Culture Coalition and far-reaching cultural programs

sponsored by the National Endowments for the Arts and Humanities and the Nevada Department of Cultural Affairs.

7. City Manager

- A) Action to approve a First Addendum to the 2002 Lease Agreement between Carson City and the Carson City Municipal Golf Corporation.

Staff Summary: Section 5.6 of the Lease Agreement between Carson City and the Carson City Municipal Golf Corporation sets out the amount of debt payments associated with the Eagle Valley Golf Course. This debt is in Carson City's name, however, is reimbursed by the Carson City Municipal Golf Corporation. The original lease agreement provided that "Carson City acknowledges that it does not intend to profit from the Lease Agreement . . ." This debt included a debt refinancing issue and the amount of the payments were reduced. This Addendum recognizes the lower amounts required from Carson City Municipal Golf Corporation to cover the debt payments for the golf course.

- B) Action to approve a request from the Retired Senior Volunteer Program for reimbursement of \$7,786 in repair costs associated with the leased space at 3303 Butti Way, Building 1.

Staff Summary: The Retired Senior Volunteer Program (RSVP) entered into a lease with Carson City to occupy the former Health and Human Services facility at 3303 Butti Way, Building 1 on April 5, 2007. Certain repairs have been made by RSVP on the building, including a new HVAC system, water heater and replacement of a window. RSVP is asking the Board of Supervisors to reimburse them for these expenses.

8. Finance

- A) Presentation of a 3-year financial projection for the General Fund and possible direction to staff regarding reductions in service levels, adjustments in appropriations and use of funds from other funds to offset actual reductions in revenues.

Staff Summary: Staff will present a 3-year projection for the General Fund (FY 2007/08, 2008/09 and 2009/10) The projection will be presented as a model with alternative assumptions regarding revenue estimates. All revenue estimates will assume an additional 18 months of declining sales tax revenues, but at varying rates. The Fund Balance for the General Fund will be used as the indicator to determine the decision points over the next 3 years. Staff will ask the Board for direction related to use of reserve funds, adjustments in appropriation levels and reduction in service level.

- B) Action to adopt a resolution creating the Landfill Closure / Post Closure Fund, a special revenue fund.

Staff Summary: The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund and the method for controlling the expenses and revenues of the fund.

- C) Action to adopt a resolution to augment and amend the Carson City FY 2007-08 Budget in the amount of \$12,672,996.

Staff Summary: The augmentation and revision reflects the transfer of landfill operations to the General Fund and the appropriation of previously unbudgeted resources.

9. Library

- A) Action to determine the position of Deputy Director is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriff's Deputies and Firefighters be filled without specific Board approval. The Library is asking that the Board find that the position of Deputy Director is critical to City operations and authorize the position to be filled. This position principally performs the following duties: 1) Insure that all library materials in all formats are purchased, cataloged and provided to the public in the most cost efficient method. 2) Act as Library Director in the absence of the Library Director with full authority to make commitments and the appropriate employment status for all supervisory responsibilities. 3) Communicate the goals and objectives of the library to staff and motivate staff toward achieving these goals and objectives. Insure that all aspects of public services are performed effectively and efficiently. 4) Assists in the formulation of library policy, objectives, procedures and services, reviews and recommends changes to library methods, technology, systems and procedures. 5) Assists the Director in developing community contacts and in acting as liaison and representing the library before various public and private organizations.

- B) Action to determine the position of Youth Service Librarian is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriff's Deputies and Firefighters be filled without specific Board approval. The Library is asking that the Board find that the position of Youth Services Librarian is critical to City operations and authorize the position to be filled. This position principally performs the following duties: 1) Plans, directs and executes youth services and programming at the Carson City Library including storytimes, tours, outreach to schools and the summer reading program. 2) The position manages a budget for materials and programming and is expected to pursue grants and external funding sources for youth library services. 3) the position oversees part time staff and volunteers in the youth department. 4) The position works nights and weekends when children and parents need assistance and programs. 5) This position is also needed to fill a minimum of 10 hours per week of professional library services directly to the public. More is often necessary due to vacations, illness and vacancies.

10. Health and Human Services

- A) Action to Increase Immunization Fees for State Supplied Vaccines.

Staff Summary: The CC Health and Human Services Dept would like to increase fees for state supplied vaccines from \$15 to \$16 for one immunization and from \$20 to \$21 for 2-6 immunizations. This increase would be used to offset the cost of staff and supplies required to provide immunizations to under-insured and uninsured individuals in Carson City. As of Jan 2008, the federal government does not allow immunization grant funds to cover these costs, and the general fund does not cover this expense at this time. The increase in fees still keeps us under the administrative fee cap set by the federal government (\$16.13), but brings us closer to fees charged by surrounding counties for this population.

- B) Action to increase animal adoption processing fee for Animal Control Services.

Staff Summary: CC Animal Services would like to increase the adoption processing fee from \$10 to \$20 to offset the cost of providing vaccines on intake for animals entering the shelter. The vaccines given on entry to the shelter will help to keep impounded pets healthier and prevent disease outbreaks among impounded animals. This should save us some veterinary expenses, especially for kennel cough in dogs and upper respiratory disease in cats. By administering vaccines on entry, we can also be sure that animals which are adopted out have the necessary immunizations needed for optimum health and are less likely to be returned due to disease. Vaccinating animals on intake is one of the recommendations of the Humane Society of the US for the reasons listed above. By implementing this process and fee, we will be in compliance with animal shelter standards for immunization.

- C) Action to determine that a vacant Environmental Health Specialist position is essential for City operations and to authorize recruitment and hire as soon as possible.

Staff Summary: On Oct 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with exception of certain Public Safety, Courts and grant funded positions be filled without specific Board approval. The Health and Human Services Dept is asking the Board to approve recruitment and hiring of a recently vacated Environmental Health position which is essential for protecting the public's health. Carson City Health and Human Services is the Local Health Authority for Carson City-County. This Local Health Authority emerged from the Carson City Environmental Health Department in 2003. Environmental Health performs critical services for the City and County, and must have all currently existing positions filled to adequately accomplish these functions. This position is essential to help protect the public from disease and injury due to environmental factors, to perform communicable disease outbreak investigations and to perform regulatory functions such as permitting and sanitary inspections of food, detention and child care facilities.

11. City Manager

- A) Action to confirm the appointment of Nick Providenti to the position of Controller pursuant to the Carson City Charter, Section 3.073.

Staff Summary: The Carson City Charter requires that the City Manager appoint a Controller and that the Board confirm the appointment. Historically, the Controller has also served as the Finance Director. The Board was informed on December 27, 2007 that Mr. Providenti was being considered for appointment to the position of Finance Director. On January 3, 2008, that appointment was solidified.

- B) Action to adopt a federal legislative package for presentation to the our congressional delegation.

Staff Summary: Staff has met with our federal lobbying team to discuss possible requests for federal legislation. The following includes those items staff is recommending we pursue:

- Funding for the V&T Railway Reconstruction Project.
- Continued funding for the Waterfall Fire Rehabilitation Project.
- Funding for a regional radio system.
- Funding for issues related to illegal drugs.
- Continued pursuit of the Carson City Federal Lands Bill.
- Reallocation of current EPA Funding for utilities.

- C) Action to set the total amount available for annual funding of Carson City Community Support Services grant allocations for Fiscal Year 2008-2009 and to confirm the application and interview format and presentation of applications.

Staff Summary: Carson City greatly benefits from the valuable assistance of various non-profit community organizations. In recognition of this service, Carson City provides Community Services grant funding to those worthwhile organizations on a case by case basis within annual fiscal constraints.

- D) Discussion and possible direction to staff with regard to the process to be used to develop the 2008/2009 Budget.

Staff Summary: A proposed Budget Schedule has been developed which reflects a budget process similar to the previous 3 years. Staff would receive general direction from the Board of Supervisors, then meet to compile a proposed budget. Additionally, the proposed schedule includes the Capital Budget being developed in the fall. By waiting until the fall to provide specific proposals for allocation of capital resources, we can better determine if the finances of the City are in such a condition as to allow for capital expenditure. I asked all Board members if they would like to see an alternative method for Budget Development. Supervisor Livermore asked that the Board discuss the process and provide staff direction to develop a budget process that includes presentation of department budgets individually.

12. Action to Adjourn

Following a recess or the adjournment of the meeting, the Carson City Board of Supervisors will meet to receive information from an attorney employed or retained by the city regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

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Copies of information related to the above items can be viewed at the reference desk at the Carson City Public Library.
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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 agendized 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 26. 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-city.nv.us
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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

Date: January 14, 2008