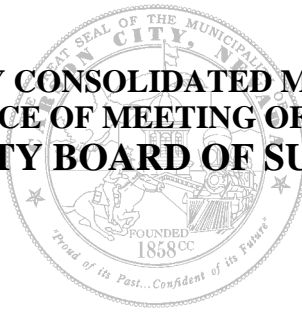


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**



Day: Thursday
Date: February 7, 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 - Bill McCord, First United Methodist Church, Retired

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**

Board of Supervisors **Consent Agenda**

3.

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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. Purchasing and Contracts

- A) Action to adopt a resolution authorizing the Board of Supervisors to determine that the universal weight equipment has reached the end of its useful life and will be donated to Sierra Lutheran High School, a non-profit organization created for educational purposes as set forth in Nevada Revised Statute 372.3261. (File 0708-103)

Staff Summary: This property is no longer useful to any city department/division and has been transferred to Surplus Property for disposal.

- B) Action to determine that Contract No. 0708-104 is a contract for hardware and associated peripheral equipment and devices for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-104 a request to enter into a price agreement with Insight Public Sector, Inc. through January 31, 2009.

Staff Summary: This contract will allow the Information Technology Department to purchase hardware from Insight Public Section, Inc.

- C) Action to adopt a resolution adopting and approving an interlocal agreement for Forensic Support Services between the County of Washoe, a political subdivision of the State of Nevada on behalf of the Washoe County Sheriff's Office and Carson City, a consolidated municipality and political subdivision of the State of Nevada and other matters properly related hereto. (File 0708-052)

Staff Summary: Contract No. 0607-018 Forensic Support Services Agreement with Washoe County Sheriff's Office expired on 6/30/07.

- D) Quarterly Report for the period of October 1, 2007 through December 31, 2007 for each public work awarded pursuant to NRS 338.1444(1)(a).

Staff Summary: Pursuant to NRS 338.1444(4) - at least once a quarter, a local government shall prepare a report detailing for each public work awarded pursuant to NRS 338.1444(1)(a): (1) the name of the contractor to whom the contract was awarded; (2) the amount of the contract awarded; (3) a brief description of the public work; and (4) the names of all contractors from whom bids were solicited. A report prepared pursuant to this section is a public record and must be maintained on file at the administrative offices of the applicable public body. The provisions of this section do not relieve a local government from the duty to award the contract for the public work to a bidder who is the lowest responsive and responsible bidder if bids are required to be solicited from more than one properly licensed contractor.

3-2. Parks and Recreation Department

Action to ratify the signing of a deed by Mayor Texeira in order to correct an error made in the purchase of the Andersen Trust property.

Staff Summary: At the request of staff, Mayor Texeira signed a deed transferring water rights to the Andersen trust. This action was taken in order to correct the original recorded deed that failed to reserve the water rights with the trust, contrary to the purchase and sale agreement previously approved by the Board of Supervisors.

3-3. Development Services

Action to approve the dedicating of a portion of Assessor's Parcel Number 002-138-06, owned by Carson City, to Right-of-Way for North Stewart Street.

Staff Summary: This dedication is to identify that portion of Assessors Parcel 002-128-06 needed for the extension of North Stewart Street. The parcel was purchased by Carson City. The remainder portion of the parcel is to be deeded to Betty L. McKay as approved by the Regional Transportation Commission on November 14, 2007. The portion to be deeded to Ms. McKay is in lieu of payment for land needed from Ms. McKay for North Stewart.

3-4. Airport Authority

Subject Title: Action to approve the assignment of a Carson City Airport Lease Agreement from Patrick Dang Enterprises, LLC, to Airport Structures, LLC which includes the extension of the construction schedule.

Staff Summary: This assignment reflects a reorganization of the project ownership for the hangar project begun by Patrick Dang Enterprises, LLC., by assigning the lease to Airport Structures, LLC, and making a corresponding change to the construction schedule. No other changes have been made to the terms of the lease.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

Board of Supervisors

4. Discussion and action to accept the resignation of Linda P. Ritter as City Manager for Carson City and to approve the signing of the Agreement by and between Carson City and Linda P. Ritter which releases Carson City and Linda P. Ritter from their mutual obligations under the Agreement between CARSON CITY and EMPLOYEE dated April 21, 2005 and approves the employment of Linda P. Ritter as a part-time employee of Carson City through August 1, 2009, to approve the signing of the "Phase-in Retirement Agreement" by and between Carson City and Linda P. Ritter to provide for the phased in retirement of Linda P. Ritter pursuant to NRS 286.477 and to approve the signing of the "Mutual Release of All Claims" by and between Carson City and Linda P. Ritter.

On February 1, 2008, Linda P. Ritter submitted her resignation as City Manager for Carson City contingent upon the approval of her reemployment as a part-time employee to provide for a phased-in retirement as authorized pursuant to NRS 286.477. The Board is being asked to accept her resignation and to approve the required agreements.

5. **Mayor**

Discussion on the appointment of a City Manager and possible action to appoint a City Manager and set the salary or direct Human Resources to advertise an opening for a City Manager position.

Staff Summary: Section 3.020 of the Carson City Charter allows the Board of Supervisors to appoint a City Manager who is the chief administrative officer of the City and who carries out the policies of the Board.

6. **Nevada Division of Forestry**

Presentation and report on the Sierra Forest Fire Protection District activities in Carson City.

Staff Summary: Michael Klug, Fire Management Officer of the Nevada Division of Forestry will be updating the Board and report on their programs and activities.

7. **Supervisor Aldean**

Action to continue consideration of the appeal of the Planning Commission's decision to reduce the requested sign height for a freestanding shopping center sign from 65.5 feet to 45 feet as part of an approval of Special Use Permit SUP-07-161 to allow a third freestanding shopping center sign within the North Carson Crossing shopping center near the future Home Depot store adjacent to the freeway

on property Zoned Limited Industrial (LI), located on Market Street on the south side of College Parkway, APN 002-755-161. (File No. SUP-07-161)

Staff Summary: Decisions of the Planning Commission may be appealed to the Board of Supervisors. On November 28, 2007, the Planning Commission reviewed the application for file no. SUP-07-161 and, after conducting the public hearing and having discussion on the matter, voted to approve the application with the modification to reduce the sign height from 65.5 feet to 45 feet as part of the approval. On December 3, 2007, the applicant submitted a letter appealing the decision of the Planning Commission to reduce the proposed height of the sign. On January 3, 2008, the Board of Supervisors conducted a public hearing on the appeal and had discussion on the matter. At the public hearing, neighbors adjacent to the location of the sign expressed concerns about the effects of the sign on their properties. At the January 3, 2008 meeting of the Board of Supervisors a decision on the appeal was not affirmatively made as the only motion on the matter failed for lack of a majority. (2-2 vote on a motion to sustain the appeal) The applicant has submitted a request that the Board of Supervisors continue consideration of the appeal until the applicant has had an opportunity to address the concerns of the neighbors adjacent to the location of the sign.

8. City Auditor

- A) Action to approve the establishment of an Audit Committee to provide oversight to the City's Internal and External Audit Function.

Staff Summary: The independence and objectivity between the Audit Committee and the City's management team ensures that internal controls are a key objective of the City's operations. The role of the Audit Committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the City and the City's system of internal controls and financial reporting as well as ensure that those responsible for financial management of the City (governing boards, management, auditors) meet the respective responsibilities for internal compliance and financial management. Additionally, the Audit Committee will provide a vehicle for open communications between the Board of Supervisors, the City's Management Team, Internal Audit and the Independent External Auditors.

- B) Action to appoint two members from the Board of Supervisors to the Audit Committee to provide oversight to the City's Internal and External Audit Function.

Staff Summary: The Audit Committee is comprised of five (5) members. Two members of the Audit Committee are to be from the Board of Supervisors with staggering two (2) year terms. One Supervisor will serve a one year, pro-rated term beginning on February 7, 2008 and ending on December 31, 2008. Following the one year term, the position will be for a two year term beginning in January 2009 and ending December 31, 2011. The second Supervisor position will serve a two year pro-rated term beginning on February 7, 2008 and ending on December 31, 2010. A Supervisor may be appointed to serve more than one, two year term.

9. Finance

- A) Discussion of 2007-08 budget implementation plan to stabilize Carson City's general fund, sewer fund, water fund, building permits fund and streets maintenance fund.

Staff Summary: Staff will present recommendations to stabilize the above funds for fiscal year 2007-08. Actions pertaining to each fund will be requested separately.

- B) Action to not transfer \$722,725 to the Capital Acquisition Fund as originally budgeted in the 2007/08 Budget.

Staff Summary: This will provide \$722,725 to help offset reductions in taxable sales.

- C) Action to direct staff to proceed with an amendment to the business license fee schedule to increase fees by 3.4%.

Staff Summary: Most business license renewals were processed in December, therefore, we anticipate approximately \$26,000 in additional revenue will be generated in FY 2008/09 by this action. The average cost to business is \$3.84.

- D) Action to direct staff to begin the process for an amendment to Carson City Municipal Code Chapter 12.05 to increase Landfill disposal fees.

Staff Summary: Staff recommends that the Board of Supervisors consider one of three options for an increase in landfill rates fees to allow for necessary capital improvements, operational requirements and additional funds for general fund operations.

- E) Action to approve the Implementation Plan to Provide Financial Stability to the Sewer Fund for Fiscal Year 2007/08 and direct staff to proceed with an amendment to Carson City Municipal Code Chapter 12.03, Section 020, providing a 12% sewer rate increase as of April 1, 2008, and an additional 12% rate increase as of July 1, 2008. The first reading to be scheduled for February 21, 2008.

Staff Summary: Staff recommends the adoption of Implementation Plan to Provide Financial Stability to the Sewer Fund for Fiscal Year 2007/08 and an amendment to Carson City Municipal Code Chapter 12.01, providing a 12% sewer rate increase as of April 1, 2008, and an additional 12% rate increase as of July 1, 2008. An additional increase in rates may be necessary as of July 1, 2009, if economics do not improve, to continue the capital improvement program.

- F) Action to approve the Implementation Plan to Provide Financial Stability to the Water Fund for Fiscal Year 2007/08 and direct staff to proceed with an amendment to Carson City Municipal Code Chapter 12.01, providing a 6% increase in water rates to be presented for first reading on February 21, 2008.

Staff Summary: Staff recommends the approval of the Implementation Plan to Provide Financial Stability to the Water Fund for Fiscal Year 2007/2008 and a 6% increase to water rates.

- G) Action to approve the following recommendations contained in the Carson City Overview of Implementation Plan to Provide Financial Stability to the Building Permit Fund for Fiscal Year 2007/08. Specifically:

- (1) Reduce the General Fund Internal Service Charge by \$90,000;
- (2) Transfer \$211,000 from the Capital Facilities Fund back to the Building Permit Fund; and
- (3) Reduce operating costs by \$143,917.

Staff Summary: Staff recommends that the Board implement the following recommendations for the Building Permit Fund contained in the Carson City Overview of Implementation Plan to Provide Financial Stability to the City's General Fund, Sewer Fund, Water Fund, Building Permit Fund and Street Maintenance Fund specifically:

- (1) Reduce the General Fund Internal Service Charge by \$90,000. This is based on the reduction of revenues and to recognize the work provided to the Planning Division by the Building and Safety Division employees.

- (2) Transfer \$211,000 from the Capital Facilities Fund back to the Building Permit Fund. The Building Permit Fund made transfers to the Capital Facility Fund over the past several years to build a source of funds for either remodeling the Northgate building or to build a new facility.
- (3) Reduce operating costs by \$143,917. Because of the reduction in workload, savings will be realized in Salaries and Services and Supplies.

In addition, staff will monitor the fund and report back to the Board on cuts or enhancements to the Building Permit Fund to assure self-supporting enterprise status.

- H) Action to approve the Implementation Plan to Provide Financial Stability to the Street Maintenance Fund for Fiscal Year 2007/08 and reduce spending by \$650,000 this fiscal year.

Staff Summary: Staff recommends the approval of the Implementation Plan to Provide Financial Stability to the Street Maintenance Fund for Fiscal Year 2007/08.

- I) Action to approve a financial plan for the General Fund for Fiscal Year 2008/09.

Staff Summary: Based upon the direction received from the Board at their January 17, 2008 meeting, staff has developed a plan to address the projected \$3 million deficit. The Board had directed staff to prepare a plan that would draw \$1.0 million from the Stabilization Fund, reduce expenses by \$1.0 million and generate new revenues in the amount of \$1.0 million. Every department in the City has worked diligently to bring a plan for FY 2008/09 to the Board that brings our projected operating deficit to \$1.0 million. This plan provides specific details regarding line item reductions and position reductions where possible, however, we will also reference general staff reduction proposals. This plan calls for approximately \$1.5 million in expenditure reductions, \$500,000 in new revenues and a transfer of \$1.0 million from the Stabilization Fund.

- J) Action to approve the Capital Improvement Program for fiscal year 2007/2008 and tentatively set the amount of funding for FY 2008/09.

Staff Summary: Based upon the assumption that no additional dollars would be transferred from the General Fund to the Capital Fund, staff has worked to cut the capital program in half so that the current fund balances could be used over two years. All non-mandated items and non-critical items have been eliminated.

10. Public Works

- A) Update on the FY'07-'08 Carson City Capital Improvement Program and status of current projects underway.

Staff Summary: Staff will provide a summary of the Capital Improvement Program progress and status of FY '07-'08 current projects underway. For the Board of Supervisors information only no action required.

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

Staff Summary: This item was continued from the January 17, 2008, meeting in order to provide estimated costs for the programs. Attached are write-ups for the V&T, Waterfall Fire, Regional Radio System, and EPA Grant. 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

Upon adoption by the Board of a federal legislative package, staff will prepare packets to the congressional delegation.

- C) Action to increase the Contingency Amount for the Airport Road and Fairview Drive Sewer Main Rehabilitation Project Contract #2006-196 by \$100,000.00 from \$55,800.00 to a not to exceed Contingency Amount of \$155,800.00 from the Airport Road Slip Lining Fund as provided for in FY2007/2008.

Staff Summary: On August 2, 2007, the Board of Supervisors awarded Contract No. 2006-196 for the above listed project in the amount of \$558,138.00 plus a contingency amount of \$55,800.00. As the work has progressed there has been a need for a much larger amount of Heavy Duty Pipe Cleaning than was originally anticipated which has claimed the majority of the approved Contingency. One Change Order has been issued in the amount of \$53, 976.30, pending change orders totaling \$8,500.00 and the discovery of a severe unknown site condition with a storm drain and sanitary sewer manhole \$100,000.00 additional contingency amount is requested. The project is only about 50% completed and it is anticipated that there will possible be other extra work, an increase in the Contingency Amount is necessary to keep the project moving. Staff estimates that an increase of \$100,000.00 should suffice to complete the project.

11. City Manager

- A) Action to approve subleasing a portion of the Children's Museum to the Carson Area Big Brothers / Big Sisters non profit organization, subject to the terms listed in Section 8 of the lease between Carson City and the Children's Museum of Northern Nevada.

Staff Summary: Carson Area Big Brothers / Big Sisters is looking for office space and has requested to use office space at the Children's Museum. The lease for the Children's Museum allows for subleasing property as long as the following conditions are met: (1) The Lessor provides written consent to sub-lease, (2) The Lessor receives a copy of the assignment, and (3) The third party executes a new lease assuming all the obligations of the Children's Museum for the subletted property.

- B) Action to approve an agreement with Walker and Associates for financial consulting services for a one year period beginning February 7, 2008.

Staff Summary: This agreement provides that Mary Walker will provide financial consulting services to Carson City at the direction of the City Manager. The hourly rate has been proposed at \$130 per hour with a not-to-exceed amount of \$25,000.

The Carson City Board of Supervisors will recess and meet in a closed session with its management representatives to discuss labor negotiations. Following the recess, the Board will continue with the agenda.

12. Human Resources

Action to approve the collective bargaining agreement between Carson City and the Carson City Sheriff’s Protective Association for the period July 1, 2007 through June 30, 2011.

Staff Summary: Negotiations between Carson City and the Sheriff’s Protective Association (Deputies/Detectives) have been successfully concluded, resulting in a proposed four-year contract that reflects the long-term interests of both the City and the employees.

Board of Supervisors

Non-Action Items:

- 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

Action to Adjourn

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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 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 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: February 1, 2008