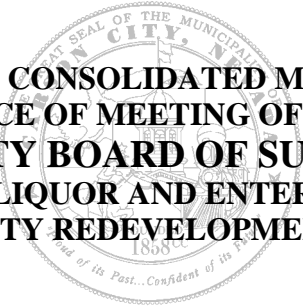


**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS  
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD  
AND CARSON CITY REDEVELOPMENT AUTHORITY**



**Day:** Thursday  
**Date:** February 21, 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** - Al Tilstra, Seventh Day Adventist Church

**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**

**Liquor and Entertainment Board**

**Action on Approval of Minutes**

3. **Development Services - Planning**

Action to approve a dining room with beer and wine liquor license for Genghix, applicant: Paul K. Lau, located at 1480 North Carson Street, Carson City.

Staff Summary: Request for a liquor license for Genghix dining room with beer and wine, per CCMC 4.13, all liquor license requests are to be reviewed by the Liquor Board.

**Board of Supervisors**

4. **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.*  
.....

#### **4-1. Assessor**

Action to approve the partial removal and partial refund of the taxes for parcel numbers 010-281-34, 010-281-35, 010-281-36, 010-281-38 (located in Section 10, Township 14 N., Range 20 E.) from the 2007/08 Real Property Tax Roll per NRS 361.050 in the amount of \$396.85.

Staff Summary: Four parcels located within Section 10, Township 15 N. Range 20 E. were purchased by the United States of America on December 19, 2007 (APN'S 010-281-34, 010-281-35, 010-281-36 and 010-281-38). These parcels are now tax exempt per NRS 361.050. The Assessor's office is asking that the 2007/08 taxes be prorated from July 1, 2007 thru December 19, 2007 and that the remaining taxes be removed from the 2007/08 Real Property Taxes. The taxes on all four parcels have been paid in full therefore, the Assessor's office is also asking that the amount being removed also be refunded.

#### **4-2. District Attorney**

Action to adopt a resolution of the Board of Supervisors of Carson City Amending Resolution No. 2006-R-18 which designates who may prepare, sign and serve citations and other matters properly related thereto.

Staff Summary: On April 7, 2005, the Carson City Board of Supervisors adopted Resolution # 2005-R-14 which authorizes certain city employees to prepare, sign and serve citations for violations of city ordinances pursuant to NRS 171.17751. On May 4, 2006, the resolution was amended to include the employees of the Environmental Control Authority, the Public Works Director and his/her designee(s), the Utilities Director and his/her designee(s), the Planning and Community Development Director and his/her designee(s) and the City Engineer and his/her designee(s) and the nuisance enforcement officers to have the authority to prepare, sign and serve citations in accordance with the municipal code. The Board of Supervisors are now being asked to amend the resolution again to include the District Attorney's Investigators as individuals who have the authority to enforce the nuisance ordinance.

#### **4-3. Finance**

- A) Action to allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2006-2007.

Staff Summary: The Finance Department, in concurrence with our auditors request that they be allowed to delete from the General Fixed Asset Account Group \$1,744,026.10 out of \$220,283,680.00 of total assets.

- B) Action to allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2006-2007.

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Water Fund net book value of \$142,347.00 out of \$79,205,536.00 and Sewer Fund net book value of \$139,219.71 out of \$106,471,214.00 of total assets.

- C) Action to adopt a resolution to transfer landfill operations from the Carson City Sanitary Landfill Fund, an enterprise fund, to the General Fund and dissolve the Carson City Sanitary Landfill Fund effective July 1, 2007.

Staff Summary: The resolution reflects the transfer of landfill operations to the General Fund and dissolution of the Carson City Sanitary Landfill Fund, an enterprise fund, effective July 1, 2007.

#### **4-4. Purchasing and Contracts**

- A) Action to determine that Contract No. 0708-118 is a contract for the sale of surplus property to another governmental entity and therefore not suitable for public bidding pursuant to NRS 334.030 and to approve Contract No. 0708-118 request for the sale of one (1) 1983 GMC 700 Crew Transport Truck VIN# 1GDK7D1G9DV534626 to the Sierra Fire Protection District for \$8,500.

Staff Summary: Staff has requested the above surplus vehicle be sold to the Sierra Fire Protection District.

- B) Action to determine that Contract No. 0708-120 is a contract for hardware and associated peripheral equipment and devices for computers and/or for equipment associated with systems of communications and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-120 a request for the purchase of Cisco telephone equipment from AT&T DataComm for a not to exceed cost of \$55,514.25 for Fiscal Year 2007/2008.

Staff Summary: This purchase will replace the equipment used by Information Technology for the Sheriff's Office Administration building.

*(End of Consent Agenda)*

#### **Ordinances, Resolutions, and Other Items**

#### **5. Treasurer**

Investment portfolio performance summary.

Staff Summary: As NRS requires a monthly Securities Lending report to the City Manager, Treasurer has chosen to also provide the Board of Supervisors with the report of overall investment performance.

#### **6. Development Services - Planning and Zoning**

- A) Action to introduce, on first reading, an ordinance to change the zoning of a parcel located at 990 Minnesota Street, APN 001-201-28, from Public Community (PC) to Residential Office (RO). (File No. ZMA-07-205)

Staff Summary: The proposed zoning is intended to be consistent with surrounding zoning upon the sale of the property by Carson-Tahoe Regional Medical Center. An existing office building is located on the parcel and the proposed RO zoning would allow its continued use as an office.

- B) Action to introduce, on first reading, an ordinance to change the zoning from Single Family One Acre (SF1A) to Single Family 21,000 (SF21) on four parcels located at 3820-4094 Center Drive, APN's 009-775-24, -25, -26 and -27. (File No. ZMA-07-175)

Staff Summary: The Zoning Map Amendment would allow the properties to be subdivided into a minimum lot size of 21,000 square feet (approximately one-half acre). Three of the parcels are currently one acre in size and one is already one-half acre in size.

## 7. **City Manager**

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 sublease, (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.

## 8. **Health and Human Services**

Action to determine that the vacant Environmental Health Specialist is a critical and essential position to the City.

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 Carson City Health and Human Services Department is asking the Board to determine that the Environmental Health Specialist is critical and essential to the City.

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. The purpose of the Environmental Health program is to protect the public from disease and injury due to environmental factors. Environmental Health performs critical services for the City-County, including mosquito prevention and control, building and restaurant plan review, food safety training and inspections, private well and sewer inspections, response to hazardous chemical events and disease outbreak surveillance and investigation.

## 9. **Finance**

- A) Action to adopt a resolution to augment and amend the Carson City FY 2007-08 Budget in the amount of \$39,332,900.

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years budget, board action over the past few months, federal and local grants and unanticipated sources of revenue.

### **Redevelopment Authority**

#### **Action on Approval of Minutes**

- B) Action to recommend to the Board of Supervisors that they adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2007-08 Budget in the amount of \$906,459.

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years budget.

## Board of Supervisors

- C) Action to adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2007-08 Budget in the amount of \$906,459.

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years budget.

### **10. Development Services**

Action to introduce, on first reading, an ordinance amending the Carson City Municipal Code, Title 2, Administration and Personnel, by adding Chapter 2.42, Carson City Building Permit Enterprise Fund Advisory Committee, and adding Section 2.42.010, Definitions, Section 2.42.020, Purpose, Section 2.42.030, Organization, Section 2.42.040, Membership Requirements, Section 2.42.050, Term of Office, Section 2.42.060, Meetings and Officers - Legislative Procedure - Removal of Commissioner - No Compensation, Section 2.42.070, Removal For Cause, Section 2.42.080, Duties and Responsibilities, Section 2.42.090, Severability, and other matters properly relating thereto.

Staff Summary: Approval of this ordinance will establish the Building Permit Enterprise Fund Advisory Committee which is the outgrowth of the One-Stop Committee that was established several years ago through the City Manager's Office. The Committee will be comprised of five members; one member who shall be a representative of the residential construction industry; one member who shall be a representative of the commercial development industry; one member who shall be a representative of the construction industry; the Carson City Finance Director; and the Carson City Chief Building Official.

### **11. Public Works**

- A) Action to adopt a resolution approving and authorizing the Mayor to sign the Interlocal Agreement Relating to Water Service Between Lyon County and Carson City.

Staff Summary: Adoption of the Resolution approving this agreement will provide greater flexibility and availability within each county's water system for mutual assistance in emergencies as well as provide more effective and efficient water services, management of water rights, and will promote and protect health and welfare of residents in both counties.

- B) Action to find that the proposed ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.10, Reclaimed Water Use Rates, Section 12.10.020, Schedule of Rates, by decreasing all rates, except the Monthly Meter Service Charge, from \$0.21 per thousand gallons to \$0.10 per thousand gallons effective on bills dated on or after July 1, 2008 and then increasing all rates, except the Monthly Meter Service Charge, by \$0.10 per thousand gallons effective on bills dated on or after July 1, 2009 and then increasing all rates, except the Monthly Meter Service Charge, by an additional \$0.10 per thousand gallons effective on bills dated on or after July 1, 2010 and then increasing all rates, except the Monthly Meter Service Charge, based upon the All Urban Consumer Price Index annually beginning July 1, 2011 and each year thereafter and increasing the Contractor Installed Service Fees and other matters properly related thereto, does impose a direct and significant economic burden on a business or directly restrict the formation, operation or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met.

Staff Summary: In 1996 the Carson City Board of Supervisors approved Carson City Municipal Code, Chapter 12.10 which provided for a charge of \$0.21 per thousand gallons of reclaimed water delivered

to the customer. However, through User Agreements, the rate has not been charged to date. Staff recommends phasing in the rate over three years beginning with \$0.10 per 1,000 gallons effective July 1, 2008; \$0.20 per 1,000 effective July 1, 2009; and \$0.30 per 1,000 gallons effective July 1, 2010, then applying a CPI increase thereafter beginning on July 1, 2011.

- C) Action to introduce, on first reading, an ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.10, Reclaimed Water Use Rates, Section 12.10.020, Schedule of Rates, by decreasing all rates, except the monthly meter service charge, from \$0.21 per thousand gallons to \$0.10 per thousand gallons effective on bills dated on or after July 1, 2008 and then increasing all rates, except the monthly meter service charge, by \$0.10 per thousand gallons effective on bills dated on or after July 1, 2009 and then increasing all rates, except the monthly meter service charge, by an addition \$0.10 per thousand gallons effective on bills dated on or after July 1, 2010 and then increasing all rates, except the monthly meter service charge, based upon the all Urban Consumer Price Index annually beginning July 1, 2011 and each year thereafter and increasing the contractor installed service fees and other matters properly related thereto.

Staff Summary: The Carson City Board of Supervisors approved Carson City Municipal Code in 1996 which provided for a rate charge of \$0.21 per thousand gallons of reclaimed water delivered to the customer. However, through User Agreements, the rate has not been charged to date. Staff recommends phasing in the rate over three years beginning at \$0.10 per 1,000 gallons effective July 1, 2008 until \$0.30 per 1,000 gallons is reached, then applying a CPI increase thereafter beginning on July 1, 2011.

- D) Action to find that the proposed ordinance amending Title 12 Water, Sewerage and Drainage, Chapter 12.17 Storm Water Service Charges section 12.17.040 Service Charge Rates by increasing the service charge rates by 5% on bills dated on or after July 1, 2008 and other matters properly related thereto, does impose a direct and significant economic burden on a business or directly restrict the formation, operation or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met.

Staff Summary: The proposed increase to Storm Water service charges is necessary to sustain operating costs including fuel and labor.

- E) Action to introduce, on first reading, an ordinance amending Title 12 Water, Sewerage and Drainage, Chapter 12.17 Storm Water Service Charges Section 12.17.040 Service Charge Rates by increasing the service charge rates by 5% on bills dated on or after July 1, 2008 and other matters properly related thereto.

Staff Summary: Since 2005, there have been no adjustments or increases to these rates. Staff recommends an annual 5% increase to sustain operating expenses.

- F) Action to find that the proposed ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.01, Water Connection Charges and Use Rates, Section 12.01.010, Definitions, Section 12.01.050, Waiver of Connection and Tapping Charges, Section 12.01.090, Protests to Rates and Charges and Meter Tests, Section 12.01.105, Delinquent Charges as Liens, Section 12.01.120, Waste of Water Prohibited, Section 12.01.130, Limitations on Irrigation, Section 12.01.170, Application for Service, Section 12.01.180, Notices and Section 12.01.210, Main Extensions, by changing various reference to the utilities director and the utilities department to references to the public works director and public works department; amending Section 12.01.020, Schedule of Rates, by increasing all rates 6% effective on bills dated on or after July 1, 2008 and changing references to utilities director to references to the public works director; amending Section 12.01.030, Schedule of Water Connection Charges, Lateral and Meter

Box Sets, and Meter Set Fees, by increasing all charges and fees, except Water Connection Charges, 6% on bills dated on or after July 1, 2008 and changing certain references to utilities director to reference to public works director; amending Section 12.01.160, Description of Service, by providing that Carson City may provide water service outside of Carson City at rates established by the Board of Supervisors; and other matters properly relating thereto, does impose a direct and significant economic burden on a business or directly restrict the formation, operation or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met.

Staff Summary: As the Board is aware last year water rates were increased 14% for March and 14% again in July. The rates were principally to support a capital program for the next five years in the range of \$41 million. The proposed rate increase of 6% was predicted last year to continue the capital program (4%) and to provide for increased operations and maintenance costs (2%) which include power costs, chemicals, and water sampling costs, however 4% of the 6% is now necessary for debt service versus the continuation of the capital program.

Staff gave notice to the public on January 9, 2008, through the Nevada Appeal, in addition to providing the proposed ordinance revisions and Business Impact Statement to the Builder's Association of Western Nevada, Manufacturer's Association, and the Chamber of Commerce. Staff provided a report on all utility budgets and capital improvement programs to the Board of Supervisors on January 3, 2008, a portion of which explained the need for a rate increase for the water budget.

- G) Action to introduce on first reading, an ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.01, Water Connection Charges and Use Rates, Section 12.01.010, Definitions, Section 12.01.050, Waiver of Connection and Tapping Charges, Section 12.01.090, Protests to Rates and Charges and Meter Tests, Section 12.01.105, Delinquent Charges as Liens, Section 12.01.120, Waste of Water Prohibited, Section 12.01.130, Limitations on Irrigation, Section 12.01.170, Application for Service, Section 12.01.180, Notices and Section 12.01.210, Main Extensions, by changing various reference to the utilities director and the utilities department to references to the public works director and public works department; amending Section 12.01.020, Schedule of Rates, by increasing all rates 6% effective on bills dated on or after July 1, 2008 and changing references to utilities director to references to the public works director; amending Section 12.01.030, Schedule of Water Connection Charges, Lateral and Meter Box Sets, and Meter Set Fees, by increasing all charges and fees, except water connection charges, 6% on bills dated on or after July 1, 2008 and changing certain references to utilities director to reference to public works director; amending section 12.01.160, description of service, by providing that Carson City may provide water service outside of Carson City at rates established by the Board of Supervisors; and other matters properly relating thereto.

Staff Summary: The proposed rate increase of 6% is necessary for debt service (4%) and to provide for increased operations and maintenance costs (2%) which include power costs, chemicals, and water sampling costs.

## 12. District Attorney

Action to introduce on First Reading, an ordinance amending Carson City Municipal Code Chapter 8.08 Nuisances, Section 8.08.030 Definitions, and Chapter 8.09 Enforcement Provisions For Nuisances, Section 8.09.040 Definitions to reference the correct resolution in the definition of "Enforcement official" and other matters properly related thereto.

Staff Summary: The Board of Supervisors adopted resolution number 2006-R-18 which identifies those individuals who have the authority to prepare, sign and serve citations for violations of the municipal code. On the consent agenda for this Board meeting is a new resolution amending resolution number 2006-R-18 to allow the District Attorney's Investigators to enforce the nuisance code. Passage of the resolution requires Chapters 8.08 and 8.09 of the Carson City Municipal Code to be amended to reflect the correct resolution that identifies who is considered an "enforcement official" under the nuisance code.

### **13. City Auditor**

Action to introduce on first reading, an ordinance deleting Carson City Municipal Code Chapter 2.14 Board of Health, and adding chapter 2.14 Carson City Audit Committee, Section 2.14.010 Introduction setting out the reasons for the creation of the Carson City Audit Committee, adding Section 2.14.020 Purpose of the Carson City Audit Committee establishing the role of the Carson City Audit Committee, adding Section 2.14.030 Composition of the Carson City Audit Committee establishing the membership of the Carson City Audit Committee, adding Section 2.14.040 Responsibilities of the Carson City Audit Committee setting forth the duties and responsibilities of the Carson City Audit Committee, adding Section 2.14.050 Meetings setting the meeting times for the Carson City Audit Committee, adding Section 2.14.060 Organizational Chart creating the organizational chart of the Carson City Audit Committee and other matters properly related thereto.

Staff Summary: In 2004, Carson City adopted the County Board of Health in Chapter 9.01 of the Carson City Municipal Code. At that time, Chapter 2.14 County Board of Health existed in the municipal code. The first part of this ordinance is a housekeeping matter that will delete the older version of the County Board of Health. The second part of the ordinance adds a new chapter 2.14 which creates the Carson City Audit Committee. The Carson City Audit Committee was approved by the Board of Supervisors at the February 7<sup>th</sup> meeting, however this ordinance places the Committee within the municipal code where other committees have also been established.

### **14. Board of Supervisors**

#### **A) Supervisor Williamson**

Discussion and possible action to set regularly scheduled evening meetings of the Board of Supervisors.

Staff Summary: The Carson City Charter Section 2.040 allows the Board of Supervisors to set the time for calling its meetings to order. Scheduling meetings in the evening would allow more opportunity for public involvement and attendance.

#### **B) 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

### **15. 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.**

.....  
*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](http://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](http://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 14, 2008**