



**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: November 6, 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 - J.J. Tuttle, Connected 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**

(Recess as Board of Supervisors)

Liquor and Entertainment Board

Call to Order & Roll Call

Action on Approval of Minutes

3. Development Services - Business License

- A) Action to approve a dining room with beer and wine only liquor license for Thomas The Nguyen dba Pho Country, located at 2495 N. Carson St., Carson City.

Staff Summary: Per CCMC 4.13 all liquor license requests are to be reviewed by the Liquor Board.

- B) Action to approve a dining room with beer and wine only liquor license for Brian Anderson dba BA's Den, located at 1301 N. Carson St., Carson City.

Staff Summary: Per CCMC 4.13 all liquor license requests are to be reviewed by the Liquor Board.

Action to Adjourn as the Liquor and Entertainment Board

Board of Supervisors Consent Agenda

4.

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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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4-1. Purchasing and Contracts

- A) Action to accept the work as completed, to accept the contract summary as presented, and to approve the release of final payment in the amount of \$75,242.50 for Contract No. 2006-196 titled Airport Road and Fairview Drive Sewer Main Rehabilitation Project to Insituform Technologies, Inc.

Staff Summary: This project consisted of the installation of approximately 2,500 feet of new sanitary sewer trench-less liner system into an existing 18” concrete sewer main located in Airport Road and Lompa Field, and the installation of approximately 1,045 feet of trench-less liner into an existing 15” sanitary sewer located in Fairview Drive. All work on this project is now complete.

- B) Action to determine that Kleen Industrial Services is the lowest responsive and responsible bidder pursuant to NRS Chapter 332 and pursuant to the Board’s finding that it is in the public’s best interest to accept the bid exceptions and to award Contract No. 0809-064 to Kleen Industrial Services for a not to exceed cost of \$41,227.00 to be funded from the WWTP Upgrade Phase 1A Fund as provided in FY 2007/2008.

Staff Summary: The Carson City Waste Water Reclamation Plant has a final process “Sand Filters,” that polishes the effluent from the treatment plant and insures a discharge that meets the permit standards that are required by the Nevada Division of Environmental Protection. The sand in these filters has become worn out and is in need of replacement. This sand must meet very strict specification to provide maximum life and fulfill the needs of the process.

4-2. Development Services - Engineering

Action to approve Dedication of an Emergency Turn-Around Easement, from James L. Gotchy Trust to Carson City; containing 1,626 square feet ±; from APN #008-192-59 located at 1301 S. Carson Street, Carson City, Nevada.

Staff Summary: Development Services staff is requesting that the Board of Supervisors accept this dedication from James L. Gotchy Trust to Carson City for the purpose of emergency access and operation, over and across certain real property. The dedication has been coordinated with Development Engineering.

4-3. City Manager

- A) Action to appoint Alexander Carter to the Airport Authority to fill the “Industrial” position and appoint John Kelly to fill the “Fixed Base Operator” position. These appointments are for four year terms ending October 2012.

Staff Summary: There are two vacancies on the Airport Authority one for the “Industrial” position and the other for the “Fixed Base Operator” position due to members terms expiring. There is one applicant for each position.

- B) Action to approve an amendment to the Lease of Municipal Property to the Carson City Arts Alliance, Inc. dated June 24, 1977 by recognizing that the Carson City Arts Alliance, Inc. is now the Brewery Arts Center and by amending Section XII Insurance to reflect current insurance amounts and terms.

Staff Summary: The Carson City Arts Alliance, Inc. formerly changed their name to the Brewery Arts Center some time ago and this amendment would reflect that change. The City is required to maintain certain levels of insurance for liability and damage as determined by the insurance provider and therefore requires parties that lease City facilities or property to have the same coverage.

- C) Action to approve subleasing a portion of the Brewery Arts Center to Scotty's Family Restaurant to operate a café subject to the terms of the amended lease between Carson City and the Brewery Arts Center.

Staff Summary: The amended lease for the Brewery Arts Center allows for subleasing portions of the property so long as the Lessor (Carson City) provides written consent to the sub-lease.

4-4. Parks and Recreation

- A) Action to adopt a resolution entitled “A Resolution Adopting and Approving the Facility Use Agreement between Carson City and The Board of Regents of the Nevada System of Higher Education.”

Staff Summary: The proposed resolution gives approval to an agreement between The Board of Regents of the Nevada System of Higher Education and the City of Carson City for the use of Field No.6 at JohnD Winters Centennial Park for the purpose of conducting Western Nevada College Softball team practices and games. Western Nevada College (WNC) is embarking on their inaugural women’s collegiate softball season. They have requested the use of Field No.6 at JohnD Winters Centennial Park as their practice and game venue. The College is requesting use of the field for their spring semester of 2009 starting January 12, 2009, through April of 2009 and for their fall season beginning in September of 2009. There is a possibility that a tournament could be held at the field in May of 2009. Supervision at the games will be supplied by WNC. WNC agrees to pay the City 25% of the proceeds from ticket sales during their games. In addition, the City will run and operate the concession stand during the games and will retain all proceeds derived from concession sales during the softball games. It is anticipated that this use will not conflict with any city programs or tournaments. The goal of WNC is to eventually build their own softball field on or near their campus.

- B) Action to approve and authorize Roger Moellendorf, Parks and Recreation Director, to sign a Question-1 funding agreement between Carson City (Grantee) and the State of Nevada, Department of Conservation and Natural Resources, Division of State Lands (Grantor) for \$75,000 in grant funds to be used toward improvements at the Fulstone Wetlands.

Staff Summary: Over the past nine months, City staff has been working on identifying alternate (non-City) funding sources to complete improvements to the Fulstone Wetlands. With that in mind, City staff has applied for and been awarded Question-1 grant funding from the State of Nevada, Department of Conservation and Natural Resources, Division of State Lands to be used towards trail improvements and site amenities at the Fulstone Wetlands. Board of Supervisors approval of the funding agreement will allow City staff to proceed with finalizing the construction documents and bid this project in the summer of 2009.

- C) Action to approve and authorize Roger Moellendorf, Parks and Recreation Director, to sign a Question-1 funding agreement amendment between the State of Nevada, Department of Conservation and Natural Resources, Division of State Lands (Grantor) and Carson City (Grantee) to revise the agreement's scope of work by extending the Linear Park Bicycle/Hiking Trail project area to the Moffat Open Space Property and changing the project budget work sheet.

Staff Summary: The Parks and Recreation Department is requesting the Board of Supervisors to approve and authorize the Mayor to sign a Question-1 funding agreement amendment on the Linear Park Bicycle/Hiking Trail Project. This agreement only changes the scope of work which expands the project area to include the lower portion of the Moffat Open Space Property and the project budget work sheet. Once the amendment is signed by the Mayor, it will allow City and Division of State Lands staffs to use currently allocated project grant funds to asphalt pave an existing decomposed granite trail on the Moffat Open Space Property to Hells Bells Road, thereby connecting the Linear Park Trail to the Mexican Ditch Trail.

4-5. Public Works

Action to approve a resolution adopting and approving the agreement by and between Carson City and Gregg Street Partners LLC to sell to Gregg Street Partners LLC a portion of certain real property described as APN 009-161-01 pursuant to NRS 244.281(e)(1)(I) for ten thousand four hundred fifty dollars (\$10,450.00) and authorize the Mayor to sign the agreement; and to approve the sign and electrical easement for APN 009-161-01.

Staff Summary: At the October 8, 2008, Regional Transportation Commission meeting the commission recommended that the Board of Supervisors approve the agreement between Gregg Street Partners LLC and Carson City for the liquidation of real property acquired for roadway improvements for Clearview Drive including Clearview/Carson Street Intersection. Gregg Street Partners LLC have agreed to purchase the remainder portion of APN 009-161-01, including the sign and electrical easement. The other portion of APN 009-161-01 was sold to the adjacent property owner William Schneider and Waltraud Schneider as "Trustees of the William and Waltraud Schneider Trust."

4-6. Treasurer

Authorization requested to change the hours the Treasurer's Office is open to the public on December 26 to be 8:00 a.m. to 10:00 a.m.

Staff Summary: According to NRS 245.040 (2) the board designates the hours of operation for the offices of county elected officials. As Christmas falls on a Thursday, it is anticipated that few, if any citizens will come to the Treasurer's Office to conduct business on Friday the 26th. Each of the Treasurer's staff has requested that day as a vacation day. Treasurer requests that hours on December 26, 2008 be changed to 8 a.m. to 10 a.m.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

5. Purchasing and Contracts

Action to determine that K.G. Walters Construction Company, Inc. is the best bidder pursuant to NRS Chapter 338 and to award Contract No. 0809-072 Carson City Arsenic Water Treatment Plant and Pipe Line Project Re-Bid to K.G. Walters Construction Company, Inc. for a bid amount of \$2,537,572.00 plus

a contingency amount not to exceed \$253,757.00 to be funded from the 2007 Carson City Arsenic Level Reduction Project as provided in FY 2007/2008.

Staff Summary: Carson City Re-Bid the above listed project for sealed bids for all labor, materials, tools, and equipment necessary for the Carson City Arsenic Water Treatment Plant.

6. Development Services - Planning and Zoning

Action to adopt, on second reading, Bill No.134, an ordinance to change the zoning of a portion of two parcels from Retail Commercial (RC) and Mobile Home 12000 (MH12) to General Commercial (GC) on property located at 2670 Highway 50 East and 1710 N. Lompa Lane, APN's 008-161-60 and -69. (ZMA-08-075)

Staff Summary: The two parcels are currently split-zoned, with the majority of the property already zoned General Commercial. The rezoning would provide for consistent zoning across the entire property.

7. City Manager

- A) Action to contribute \$1,500.00 to the 2010 NACO National Conference to be held in Reno.

Staff Summary: Bob Hadfield has asked that the City contribute \$1,500.00 to the non-profit corporation being established by Washoe County to assist in funding the 2010 National NACO Conference to be held in Reno.

- B) Action to adopt a resolution electing to receive a share of the State of Nevada's Secure Rural Schools (SRS) revenues pursuant to Sections 102(a)(1)(B) and 103 of the Secure Rural Schools and Community Self-Determination Act of 2000, which has been amended and re-authorized for FFY2008-2011 ("SRS2008"), referred to as the "full county payment amount."

Staff Summary: Title I of SRS2008 gives each eligible county the right to elect to receive either its traditional share of revenues from the National Forest lands pursuant to the Act of May 23, 1908 and Section 13 of the Act of March 1, 1911 (the "25-percent payments"), or instead to receive a guaranteed minimum share of the State payment pursuant to Sections 102 (a)(1)(B) and 103 (the "full county payment amount"). Carson City expects to net \$4,792 from the "full county payment amount" vs \$630 from the "25-percent payments" method.

- C) Discussion and possible action regarding the terms of the 2007 Agreement between RSVP and Carson City.

Staff Summary: RSVP believes that the terms of the agreement are not being applied correctly and that the allocation that RSVP receives from the City's Community Support funds should be increased to the levels prior to the agreement. The basis is that the Executive Director feels that the reduction in support funds was for the first year only. Staff feels that the terms of the agreement are being appropriately applied.

- D) Action to approve a 3% cost of living increase for unclassified Judicial personnel.

Staff Summary: The City Manager, with concurrence of the Judges, is recommending that unclassified judicial employees receive a 3% cost of living adjustment effective July 1, 2008. All other unclassified employees received a cost of living adjustment on September 18, 2008, effective July 1, 2008.

- E) Action to approve General Policy 1.1, establishing the method for updating and revising the Carson City Administrative Policies and Procedures Manual, defining the process for approval of policies and procedures and defining the process for distribution of the policies and procedures to Carson City staff.

Staff Summary: The City currently has a policy and procedure manual but the process for revising and updating is not clear nor is the policy approval process clear. The proposed policy sets forth the requirements for updating, approval and distribution. The current policies will remain in effect until such time as they are revised, replaced or eliminated.

8. **Human Resources**

Action to approve the collective bargaining agreement between Carson City and the Carson City Employees Association for the period of July 1, 2008 to June 30, 2012 and the Addendum to the collective bargaining agreement between Carson City, the Carson City Employees Association, Judge Russell, Judge Maddox, Judge Willis and Judge Tatro.

Staff Summary: Negotiations between Carson City and the Carson City Employees Association have been successfully concluded, resulting in a proposed four year agreement with the Carson City Employees Association. The Carson City Employees Association represents all classified, non-public safety employees of Carson City. Additionally, an Addendum to the collective bargaining agreement that specifies the coverage of employees of the courts and the juvenile justice system under the collective bargaining agreement is proposed.

9. **Public Works - Operations**

- A) Action to approve a Water Agreement between South Carson, LLC and Carson City for the purchase of 13.9635 acre feet of Eagle Valley groundwater.

Staff Summary: Staff recommends the purchase of the above stated Eagle Valley groundwater rights, at the reasonable rate of \$8,000.00 per acre foot, to increase the City's water right portfolio.

- B) Action to accept funding from the Carson Water Subconservancy District (CWSD) in the amount of \$150,000.00 to assist Carson City with the development of a Regional Water Program Plan.

Staff Summary: Staff recommends the acceptance of this funding to develop a sustainable, reliable, cost-effective water resource management program. Due to the regional aspects of the City's Integrated Water Supply and Facility Plan and the Hydraulic Modeling work that is now underway with funding from EPA, the CWSD funding will be used as part of the City's required matching funds.

(Recess as Board of Supervisors)

Redevelopment Authority

Call to Order & Roll Call

Action on Approval of Minutes

10. **Supervisor Williamson**

Action to approve an allocation of \$67,100 of Redevelopment funding to Carson Nugget to assist with the turnkey costs, reimbursable from project proceeds, in support of renting ice skating rink equipment, professional installation and professional support services for a holiday season ice skating venue in the

Downtown on the Carson Nugget parking lot, formerly the historic Arlington Hotel, open to the public December 4, 2008 through February 16, 2009.

Staff Summary: The Carson Nugget, the RDA and the Downtown Consortium are proposing to collaborate on the development of a first-time holiday season ice skating venue in Downtown Carson City. The Carson Nugget's parking lot on Carson and Robinson Streets will be transformed into an ice skating venue this December thanks to a partnership between the Carson Nugget, the Redevelopment Authority, the Downtown Consortium and Ice Rinks Events/Frozen Water L.P. The goal is to bring an exciting holiday experience to Downtown that becomes a tradition of fun and festivity, in keeping with the successful Curry Street Promenade and the direction laid out in the *Taste of the High Sierra* Branding action plan.

11. Mayor Teixeira

Discussion and action regarding a request from the First Presbyterian Church for reimbursement for expenses (\$86,633.88) incurred in the redesign and relocation of a new church sanctuary.

Staff Summary: The First Presbyterian Church felt that there was an agreement that certain redesign and relocation expenses incurred with church's rehabilitation and construction would be reimbursed to the church for presentation of the old sanctuary.

Action to Adjourn as the Redevelopment Authority

Board of Supervisors

12. Supervisor Williamson

Action to consent to an allocation of \$67,100 of Redevelopment funding with the Carson Nugget assist with the turnkey costs, reimbursable from project proceeds, in support of renting ice skating rink equipment, professional installation and professional support services for a holiday season ice skating venue in the Downtown on the Carson Nugget parking lot, formerly the historic Arlington Hotel, open to the public December 4, 2008 through February 16, 2009 and to approve an agreement to provide policies of liability and property insurance related to the event.

Staff Summary: The Carson Nugget, the RDA and the Downtown Consortium are proposing to collaborate on the development of a first-time holiday season ice skating venue in Downtown Carson City. The Carson Nugget's parking lot on Carson and Robinson Streets will be transformed into an ice skating venue this December thanks to a partnership between the Carson Nugget, the Redevelopment Authority, the Downtown Consortium and Ice Rinks Events/Frozen Water L.P. The goal is to bring an exciting holiday experience to Downtown that becomes a tradition of fun and festivity, in keeping with the successful Curry Street Promenade and the direction laid out in the *Taste of the High Sierra* Branding action plan.

13. Mayor Teixeira

Discussion and action to consent to Redevelopment Authority's payment of a request from the First Presbyterian Church for reimbursement for expenses (\$86,633.88) incurred in the redesign and relocation of a new church sanctuary.

Staff Summary: The First Presbyterian Church felt that there was an agreement that certain redesign and relocation expenses incurred with church's rehabilitation and construction would be reimbursed to the church for presentation of the old sanctuary.

14. 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

EVENING SESSION - 6:00 P.M.

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.*

15. Supervisor Livermore

Presentation by Nevada Energy on the Saliman Road Power Line and possible action regarding the alignment and configuration.

Staff Summary: Nevada Energy is proposing a new overhead power line from Fairview Drive to Koontz Lane along the east side of Saliman Road. The adjacent neighborhood would like the line either moved to a different location or placed underground. The power company franchise with the City limits the City's ability to direct the relocation of the line or to have the power line placed underground unless the City or the adjacent property owners bear the cost difference.

16. 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.

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.

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.

This meeting can be viewed on Channel 26. For specific dates and times - www.bactv.org.

*This agenda and backup information are available on the City's website at
www.carson-city.nv.us*

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: October 30, 2008