

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



Day: Thursday
Date: December 18, 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 - Alan Dorway, First Presbyterian 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

3. Special Presentations

- A) Presentation of a proclamation to Judge Maddox for eight years serving as District Court Judge.
- B) Presentation of appreciation to Marv Teixeira for his current four year term serving as Carson City Mayor.
- C) Presentation of appreciation to Richard Staub for his eight years serving as Carson City Supervisor.

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. Sheriff

Action to approve the acceptance of the 2008 Justice Assistance Grant in the amount of \$10,709.00

Staff Summary: Over the past several years, the Carson City Sheriff's Office has made prevention a priority by implementing the Cops and Kids Community Prevention Program. This program provides classes on substance abuse, safety and violence/gang prevention for students, parents and professionals throughout Carson City. Funding from this Grant will be used to cover a portion of the costs of the following programs: DARE, Red Ribbon, Cops & Kids Spaghetti Dinner, Cops & Kids Sheriff's Open House, National Night Out and continued training for the DARE officer.

4-2. Assessor

Action to approve the removal of taxes for parcel numbers 007-061-99 and 007-071-99 (located along Kings Canyon Rd.) from the 2008/09 Real Property Tax Roll per NRS 361.157 and NRS. 361.060 in the amount of \$10.41.

Staff Summary: The properties located along Kings Canyon Rd., (APN's 007-061-99 and 007-071-99), are no longer being leased to a "for profit" entity. These parcels are owned by Carson City, a Consolidated Municipality and are tax exempt per NRS 361.060. The Assessor's office is asking that the taxes be removed from the 2008/09 Real Property Tax Roll. The lease agreement with Joost Land & Cattle Co., Inc. was automatically terminated at the expiration of the lease on February 6, 2008.

4-3. Justice Court

- A) Action to approve the appointment of Joe Tresnit to the panel of substitute Justices of the Peace.

Staff Summary: NRS 4.032 allows for the Board of Supervisors to establish a panel of substitute Justices of the Peace (Justices of the Peace Pro-Tempore) for use whenever a Justice of the Peace is disqualified from acting in a case pending in the justices' court or is unable to perform his official duties because of his temporary sickness or absence, or other cause, he shall, if necessary, appoint a person from the panel of substitute justices of the peace.

- B) Action to approve the appointment of William J. Crowell, Jr. to the panel of substitute Justices of the Peace.

Staff Summary: NRS 4.032 allows for the Board of Supervisors to establish a panel of substitute Justices of the Peace (Justices of the Peace Pro-Tempore) for use whenever a Justice of the Peace is disqualified from acting in a case pending in the justices' court or is unable to perform his official duties because of his temporary sickness or absence, or other cause, he shall, if necessary, appoint a person from the panel of substitute justices of the peace.

4-4. Fire

Action to authorize the mayor to sign the 2009 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest Carson Ranger District (Agreement number 06-FI-11041701-057) and the Carson City Fire Department.

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

4-5. Health and Human Services

Action to approve the Gardnerville Women, Infant & Children (WIC) Office Space Lease Agreement.

Staff Summary: Carson City Health and Human Services receives funding through a State of Nevada sub-grant award for Women, Infant & Children's (WIC) services for both the Carson City and Douglas County community residents.

4-6. Public Works

Action to approve and authorize the Mayor to sign an agreement between Andersen Family Associates, a Nevada Limited Partnership and Carson City whereby Andersen Family Associates, a Nevada Limited Partnership agree to: 1) Convey a non-exclusive water line easement as described as Assessor's Parcel Numbers 004-21-13; 2) Grant permission to construct upon, over and across certain real property described as Assessor's Parcel Numbers 004-021-07 and 004-021-13 for the purpose of construction related to the Little Lane Water Line Project.

Staff Summary: Staff is asking that the Board of Supervisors approve the agreement between Andersen Family Associates, a Nevada Limited Partnership and Carson City for the granting of non-exclusive water line easement and a permission to construct outside of right-of-way necessary to construct the Little Lane Water Line Project for a cost of \$155,000.

4-7. Purchasing and Contracts

Action to determine that Lyn Marie Trucking, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 0809-134 Carson City Waterfall Fire Watershed Improvements - Phase 1 to Lyn Marie Trucking, Inc. for a bid amount of \$159,461.12 plus a contingency amount not to exceed \$76,420.00 to be funded from the USDA-NRCS Grant Fire Restoration as provided in FY 2007/2008.

Staff Summary: Carson City accepted sealed bids for all labor, materials, tools, and equipment necessary for the Carson City Water Fall Fire Watershed Improvements - Phase I. Phase I of the Project consists of constructing a small sedimentation basin, and conveyance rock structure upstream of the Long Ranch Subdivision and below the Carson City Water Treatment Plant. Work includes a small basin, piping, a rock-lined dry stream bed, a construction access road, temporary erosion control, re-vegetation and related work.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

(Recess as Board of Supervisors)

Redevelopment Authority

Call to Order & Roll Call

Action on Approval of Minutes

5. Office of Business Development

- A) Action to approve a Commitment Agreement for Continuing Business Operation between Carson City and Michael Hohl Motor Company that provides a financial incentive catalyst for the development of Mr. Hohl's new car sale facilities located within Redevelopment Project Area No. 2 in exchange for Mr. Hohl's commitment to retain all his auto dealerships in Carson City for a period of no less than 20 years.

Staff Summary: Carson City's new franchised auto dealers generate approximately \$200,000,000 in annual sales, which constitutes approximately 29 percent of Carson City's annual sales tax revenue. The Redevelopment Authority's Incentive Program for Redevelopment Project Area No. 2, South Carson Street - Carson Auto Row - provides for the use of redevelopment incentives to retain and expand Carson City's auto sales sector. On March 17, 2005, the Board of Supervisors adopted Resolution No. 2005-RAR-2, a resolution to allow the Redevelopment Authority/Board of Supervisors to consider, on an individual basis, projects/incentive packages that are clearly designed to secure and stimulate auto sales investment along South Carson Street. Consistent with the goals of Project Area No. 2's Redevelopment Plan, the Auto Sales Workgroup is proposing a 2-tiered incentive package for the Michael Hohl Motor Company to help Mr. Hohl develop state-of-the-art Honda, Subaru and possibly additional facilities to strengthen the auto sales sector in Carson City and generate increased new car sales. Mr. Hohl and the City have negotiated a Commitment Agreement that pledges his dealerships to remain in Carson City for no less than 20 years.

(Recess as Redevelopment Authority)

Board of Supervisors

- B) Action to consent and approve a Commitment Agreement for Continuing Business Operation between Carson City and Michael Hohl Motor Company that provides a financial incentive catalyst for the development of Mr. Hohl's new car sale facilities located within Redevelopment Project Area No. 2 in exchange for Mr. Hohl's commitment to retain all his auto dealerships in Carson City for a period of no less than 20 years.

Staff Summary: Carson City's new franchised auto dealers generate approximately \$200,000,000 in annual sales, which constitutes approximately 29 percent of Carson City's annual sales tax revenue. The Redevelopment Authority's Incentive Program for Redevelopment Project Area No. 2, South Carson Street - Carson Auto Row - provides for the use of redevelopment incentives to retain and expand Carson City's auto sales sector. On March 17, 2005, the Board of Supervisors adopted Resolution No. 2005-RAR-2, a resolution to allow the Redevelopment Authority/Board of Supervisors to consider, on an individual basis, projects/incentive packages that are clearly designed to secure and stimulate auto sales investment along South Carson Street. Consistent with the goals of Project Area No. 2's Redevelopment Plan, the Auto Sales Workgroup is proposing a 2-tiered incentive package for the Michael Hohl Motor Company to help Mr. Hohl develop state-of-the-art Honda, Subaru and possibly additional facilities to strengthen the auto sales sector in Carson City and generate increased new car sales. Mr. Hohl and the City have negotiated a Commitment Agreement that pledges his dealerships to remain in Carson City for no less than 20 years.

6. Development Services - Planning and Zoning

- A) Action to approve a request for a one-year extension of the Final Map for the Planned Unit Development known as Mills Landing (property owner: DGD Development & MSB Properties) located at 1208 E. William Street and State Street. (TPUD-06-202)

Staff Summary: The current Planned Unit Development approval will expire on December 21, 2008. This request would extend the Final Map recordation to December 21, 2009 to better facilitate the success of the project, which involves subdividing two parcels into 94 residential lots on 7.7 acres and a

Commercial/Retail development of 2.4 acres, with approximately 30% of open space totaling 3.0 acres on a 10.14 acre site, north of William Street and west of State Street.

- B) Action to introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18 Zoning, Chapter 18.16, Development Standards Division 4, Signs, by amending Section 4.4 Administration, 4.4.7(S) Exemptions, to modify the time limits and placement regulations for temporary banners used as on-site advertising, and other matters properly related thereto. (ZCA-08-121)

Staff Summary: The proposed amendment would eliminate the current time restriction for display of banners of only 30 days within any 90 day period. This amendment was proposed by Supervisor Aldean to allow businesses to provide more advertising during difficult economic conditions. The ordinance would be reviewed in one year for continuation or repeal.

7. Finance

- A) Action to approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$3,250,069.02 in uncollectible accounts receivable.

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- B) Action to approve a Second 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 (CCMGC) sets out the amount of debt payments associated with the Eagle Valley Golf Course. The debt is in Carson City's name, however, and is reimbursed by CCMGC. Because of the current economic climate, and necessary improvements that were needed at Eagle Valley Golf Course that have been paid for by CCMGC, CCMGC would like to defer the 2009 payments due to Carson City and extend the term of the payments until January 1, 2021. There is sufficient fund balance in the Debt Service Fund to make the FY 2009 debt payments. Members of the CCMGC will be available for a short presentation and to answer any questions.

- C) Action to accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2008.

Staff Summary: City staff and representatives from Kafoury, Armstrong and Co. will be making a presentation of the City's financial status as well as recommendations for improvement.

8. City Manager

- A) Action to appoint three members to the Open Space Advisory Committee for four year terms expiring January 1, 2013.

Staff Summary: CCMC Section 13.06.040 provides for a committee of seven members that serve staggered four year terms. There are three vacancies due to terms expiring.

- B) Discussion regarding the composition of the audit committee (Carson City Municipal Code (CCMC) 2.14.030) and possible action to direct staff to bring forth an amendment to CCMC 2.14.030 changing the membership on the committee.

Staff Summary: The Audit Committee is seeking an amendment from the Board of Supervisors to change the composition of the committee to remove the Finance Director as a member. In addition, the Board of Supervisors will discuss removing one of the Board of Supervisor's positions from the membership.

9. 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.*

10. City Audit Committee

- A) Presentation of the 2008 Redevelopment Authority and Office of Economic Business Development Audit and action to accept the audit and direct staff to develop appropriate policies and procedures for the Office of Economic Development.

Staff Summary: On November 25, 2008, the City Audit Committee reviewed the draft audit of the Redevelopment Authority and Office of Business Development and Staff's response thereto with Staff present. After discussion, the committee accepted the audit and its recommendations without amendment, or further meetings with Staff, and voted to forward the audit to the Board of Supervisors for review and appropriate action.

Action to Adjourn as the Board of Supervisors

Redevelopment Authority

- B) Presentation of the 2008 Redevelopment Authority and Office of Economic Development Audit and action to accept the audit and direct staff to develop the appropriate policies and procedures to be implemented by the Redevelopment Authority.

Staff Summary: On November 25, 2008, the City Audit Committee reviewed the draft audit of the Redevelopment Authority and Office of Business Development and Staff's response thereto with Staff present. After discussion, the committee accepted the audit and its recommendations without amendment, or further meetings with Staff, and voted to forward the audit to the Board of Supervisors for review and appropriate action. The Redevelopment Authority will consider the audit and may direct staff to develop appropriate policies and procedures.

11. City Manager

Discussion and action on the provisions for developing an interlocal agreement between Carson City Board of Supervisors and the Redevelopment Authority.

Staff Summary: Direction is needed from the Redevelopment Authority to determine what rules, policies and procedures should be developed for the operation of the Authority and to determine the relationship of the City's departments to the Authority.

12. Action to Adjourn as the Redevelopment Authority

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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: December 11, 2008