



**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 5, 2009  
**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**

*(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 Kathryn Irene Pierson as the liquor manager for the packaged liquor license for Longs Drug Store located at 3240 Hwy 50 East, Carson City including the Non-Refundable Investigation Fee of \$75.00. *(Walt Sullivan)*

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

- B) Action to revoke a packaged liquor license for Chhoun Reth dba CR Gas, located at 4340 N. Carson St., Carson City due to non-payment of 1<sup>st</sup> Quarter 2009 Liquor License fees in the amount of \$200.00 pursuant to CCMC 4.13.140. *(Walt Sullivan)*

Staff Summary: Per CCMC 4.13.140 all liquor license requests are to be reviewed by the Liquor Board.

- C) Action to revoke a wholesale liquor license for Blanca Elizabeth Gutierrez dba Novedades Gutierrez, located at 1501 E. Fifth St., Ste #102, Carson City due to non-payment of 1st Quarter 2009 Liquor License fees in the amount of \$200.00 pursuant to CCMC 4.13.140. (Walt Sullivan)

Staff Summary: Per CCMC 4.13.140 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. Development Services - Engineering**

Action to approve Dedication of a portion of Hells Bells Road for Public Roadway purposes, from Vidler Water Company, Inc. to Carson City; containing 13,196 square feet ±; from APN #010-681-07. (Jeff Sharp)

Staff Summary: Development Services staff is requesting that the Board of Supervisors accept this dedication from Vidler Water Company, Inc. to Carson City for the purpose of public access and operation, over and across certain real property. The dedication is being given to the City to satisfy the development requirements; and has been coordinated with Development Engineering.

**4-2. Purchasing and Contracts**

- A) Action to find that John Bower, M.D. is qualified to serve as the Carson City Health Officer; to appoint John Bower, M.D. as the Carson City Health Officer pursuant to CCMC 9.01.030 to CCMC 9.01.050; to set the compensation of the Health Officer at a not to exceed amount of \$15,000.00 per calendar year, to be paid in equal monthly payments of \$1,250.00 each; to determine that Contract No. 0809-133 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115; and to approve Contract No. 0809-133 a request for professional services to be provided by John Bower, M.D. as the City Health Officer for the Health and Human Services Department through December 31, 2010 for a not to exceed cost of \$15,000.00 per calendar year to be funded from the Health Professional Services Fund as provided in FY 2008/2009. (Marena Works)

Staff Summary: Per the Nevada Revised Statutes a board of health was created (NRS 438.280 and CCMC Section 9.01.030) and John Bower, M.D. was appointed the City's Health Officer and said appointment must be renewed every two (2) years, unless a successor has been qualified and appointed (NRS 438.290 and CCMC Section 9.01.040). Carson City Health and Human Services is confident that Dr. Bower's experience, training, and commitment to public health will enable him to continue to successfully provide this service for Carson City.

- B) Action to approve the renewal of Contract No. 0405-060 with Hydro Tech, Inc. to provide cleaning of sewer mains on an as-needed basis through December 15, 2009 for an amount not to exceed \$75,000 from the Sewer Operations Fund as provided in FY 2008/2009 and FY 2009/2010. (*Sandy Scott*)

Staff Summary: December 16, 2004, the Board of Supervisors awarded Contract No. 0405-060 to Hydro Tech, Inc. to provide sewer line cleaning through December 15, 2006, with the option to renew for three (3) additional one (1) year periods subject to negotiations. On October 19, 2006 the Board of Supervisors renewed the contract through December 15, 2007, and on October 9, 2007, the Board of Supervisors renewed the contract through December 15, 2008. If approved by the Board of Supervisors this will be the third (3<sup>rd</sup>) and final renewal of the contract.

- C) Action to determine that Contract No. 2006-186 Goni Wash-Letter of Map Revision Project is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Amendment No. 1 for Contract No. 2006-186 Goni Wash-Letter of Map Revision project a request for professional services to be provided by HDR Engineering, Inc., through December 31, 2009, for a not to exceed cost of \$38,610.00 to be funded from the Storm Drain Professional Services Fund as provided in FY 2008/2009. (*Sandy Scott*)

Staff Summary: HDR Engineering has been under contract with Carson City to develop a FEMA Letter of Map Revision (LOMR) for Goni Wash. The study will provide a more accurate definition of the floodplain and floodway in Goni Canyon than the existing study that was based on a lesser quality topographic mapping and large cross section spacing. Amendment No. 1 elements will provide Hydrology and Hydraulics for Northwest Tributary; Independent Review of NDOT Structure Hydraulics; Update to Goni HEC-RAS Model; Preparation of LOMR; FEMA and Surveying Coordination; and Project Management and Quality Control.

- D) Action to determine that Contract No. 0809-175 HVAC Controls and Mechanical is a contract for items and services which may only be contracted from a sole source and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0809-175 HVAC Controls and Mechanical Services a request for the services and purchases of items and services from Building Control Services for a not to exceed cost of \$100,000 to be funded from the Contractual Services and Building Repair Funds as provided in FY 2008/2009. (*Sandy Scott*)

Staff Summary: Alerton is the control system used for all HVAC computer controls in 14 Carson City facilities. Building Control Services is the only representative that provides installation, maintenance, repairs and parts. Carson City has been fortunate enough to not have to replace any major components as they can cost several thousand dollars to replace.

- E) Action to determine that Contract No. 0809-177 On Call Professional Land Surveying Services is a contract for the services of a professional land surveyor; that the selection was made on the basis of the competence and qualifications of the land surveyor for the type of services to be performed and not on the basis of competitive fees; and therefore not suitable for public bidding pursuant to NRS 625.530; and to approve Contract No. 0809-177 with Tri State Surveying, LTD to provide Land Surveying Services through February 6, 2010 for a not to exceed cost of \$150,000 to be funded from the Various Capital Improvement Projects Fund as provided in FY 2008/2009 and 2009/2010. (*Sandy Scott*)

Staff Summary: Carson City Public Works Department has the responsibility of managing an extensive Capital Improvement Project Program, which includes the design and construction of various public facilities; street improvements; water, sewer, storm drain and reclaimed water utility infrastructure; and park and recreational facilities. To facilitate the design and construction of such improvement projects the City requires the services of a professional land surveyor. The firm may be responsible for surveying and mapping services for a variety of public works projects.

#### **4-3. Public Works**

- A) Action to approve and authorize the Mayor to sign the Ash Canyon Creek Users Agreement. (*Ken Arnold*)

Staff Summary: This users agreement replaces the 2007 agreement that was approved by the Board on January 18, 2007. The agreement has been modified to set the price for leased water at 37.5 cents per thousand gallons with an automatic annual increase per the U.S. Department of Labor, Consumer Price Index – All Urban Consumers, for a period of three years. The annual increase shall not be less than one (1) percent or more than five (5) percent in any given year during the three year term of this agreement. The users agreement allows for ACRE, LLC (formerly Andersen) and Carson City to work out operational schedules on an annual basis utilizing the resource to its utmost capacity. It allows exchanges of water and a willingness to assist each other in times of emergency.

- B) Action to approve and authorize the Mayor to sign the Kings Canyon Creek Users Agreement. (*Ken Arnold*)

Staff Summary: This users agreement replaces the 2007 agreement that was approved by the Board on January 18, 2007. The agreement has been modified to set the price for leased water at 42.9 cents per thousand gallons with an automatic annual increase per the U.S. Department of Labor, Consumer Price Index – All Urban Consumers, for a three year period. The users agreement allows for ACRE, LLC (formerly Andersen) and Carson City to work out operational schedules on an annual basis utilizing the resource to its utmost capacity. It allows exchanges of water and a willingness to assist each other in times of emergency.

#### **4-4. Health and Human Services**

Action to approve a grant award in the amount of \$5,000.00 from the National Association of County and City Health Officials, for the Medical Reserve Corp. (*Marena Works*)

Staff Summary: These funds will be used to build the capacity of our local Medical Reserve Corp.

#### **4-5. Parks and Recreation**

Action to approve a work program for the operations and expenditure of funds for the Open Space Program calendar year 2009. (*Juan Guzman*)

Staff Summary: The Board of Supervisors is asked to approve a work program consisting of land transactions, capital improvements/projects, planning activities, and management activities. Once approved, this work program will facilitate the preparation of the budget.

*(End of Consent Agenda)*

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

#### **5. City Manager**

Presentation and report on Nevada Division of Forestry's wildland fire management activities in Carson City. (*Larry Werner*)

Staff Summary: Michael Klug of the Nevada Division of Forestry will discuss the activities of the Sierra Forest Fire Protection District in regards to fuels management, fire prevention and fire suppression.

## 6. Purchasing and Contracts

Action to determine that Contract No. 0809-176 On Call Right-of-Way Consulting is a contract for Professional Services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0809-176 a request for Professional Services to be provided by Property Specialists, Inc. through February 6, 2011, for a not to exceed cost of \$250,000 to be funded from the Various Capital Improvement Projects Funds as provided in FY 2008/2009, 2009/2010 and 2010/2011. (*Sandy Scott*)

Staff Summary: Carson City has selected Property Specialists, Inc., to assist in the acquisition of land for City projects. Staff does not have the expertise to assure that all of the Federal regulations, State law and City codes that specify the methods and procedures for the acquisition of property are satisfied. The scope of work identifies all of the elements necessary in the acquisition process, although not all elements need to be completed for all projects. The amount of this contract is based on the need to acquire easements and right-of-way for several projects and the amount is based on an estimate of the number of acquisitions anticipated and their complexity. Projects to be included in this contract include, but are not limited to, Curry Street Widening, Roop Street Widening and Clear Creek Avenue Sewer Line. The contract being presented is a “task based” contract which means that only those services necessary for a particular project would be authorized for the specific project.

## 7. Development Services - Planning and Zoning

- A) Action to adopt Bill No. 101, on second reading, an ordinance to change the zoning of approximately a 10.61-acre portion of APN 002-101-85 from Single Family 6,000 (SF6) to Public Regional (PR), and to change the zoning of approximately the remainder 3.49-portion of APN 002-101-85 from Single Family 6,000 (SF6) to Multi Family Apartment (MFA). (ZMA-08-045) (*Lee Plemel*)

Staff Summary: The proposed Zoning Map Amendment would allow a 10.61 acre portion of the property to be zoned Public Regional, resulting in land to be developed for the proposed Carson City Recreation Center, and a 3.49 acre portion of the property to be zoned Multi-Family Apartment.

- B) Action to adopt Bill No. 102, on second reading, an ordinance amending the Carson City Municipal Code Title 18 Zoning, Chapter 18.16, Development Standards Division 2 Parking and Loading, by amending Section 2.3, General Parking Requirements, to add an exception to commercial vehicle parking in residential districts for deliveries and similar activities, and other matters properly related thereto. (ZCA-08-095) (*Lee Plemel*)

Staff Summary: The proposed amendment would clarify that it is permitted for commercial vehicles to be parked in residential neighborhoods for active loading and unloading, construction, repair, service and similar activities.

- C) Presentation to provide information regarding the Community Block Development Grant (CDBG) program, the Consolidated Plan and the Annual Action Plan. (*Lee Plemel*)

Summary: Planning Division Staff and CDBG consultant, Bill Kubal, will give a presentation on the CDBG program and describe the program, the application process and the reports required to fulfill the requirements set forth by the U.S. Department of Housing and Urban Development (HUD) in order for Carson City to receive funding.

- D) Action to approve a Final Map for Division of Land into Large Parcels application from Resource Concepts Inc. (property owner: William Michael Fagen, Trustee) to subdivide approximately 201 acres into a total of three parcels, resulting in two parcels of approximately 40 acres each and one parcel of

approximately 121 acres, on property zoned Conservation Reserve (CR), located on Kings Canyon, APN 007-051-78. (LDM-08-101) (*Lee Plemel*)

Staff Summary: State law (NRS 278.471-4725) provides that the Planning Commission reviews tentative maps and the Board of Supervisors reviews final maps where the resulting parcels are 40 acres or larger.

## **8. Parks and Recreation**

- A) Action to repeal Resolution No. 2007-R-28 and to adopt Resolution No. 2009-R-\_\_\_\_ “Fees and Policies” that reenacts the provisions of Resolution No. 2007-R-28 but changes the resident non-profit direct cost recovery rate from seventy-five percent (75%) to fifty percent (50%). (*Roger Moellendorf*)

Staff Summary: Resolution No. 2007-R-28 was adopted by the Board of Supervisors on September 6, 2007. It replaced five existing resolutions that govern policies regarding Parks and Recreation Department fees and charges. This resolution also made changes to some of the policies and consolidated all of the existing policies into one comprehensive resolution. The proposed amendment changes the direct cost recovery rate charged to resident non-profit organization that use the Theater from seventy-five percent (75%) to fifty percent (50%). This is being recommended in order to mitigate the monetary hardship that increasing costs associated with Theater fees are having on our resident non-profit users of this facility. With this change Item 7 will read: Except as otherwise provided in paragraphs 11 and 12, fees for the resident non-profit use of the Community Theater shall be set at a rate that equals fifty percent (50%) of the direct costs incurred by the Parks and Recreation Department for providing the use of this facility and the direct cost providing equipment or services related to the rental of this facility.

- B) Action to approve the proposed Community Center/Bob Boldrick Theater fees for fiscal 2008-2009. (*Roger Moellendorf*)

Staff Summary: As per newly amended Carson City Resolution No. 2007-R-28, the fees for usage of the Community Center/ Bob Boldrick Theater were reviewed and adjusted. The fees were adjusted to meet cost increases in labor and equipment. Additionally, the following changes were made as to the fee policies: A minimum booking of 6 hrs per day will now be required; A minimum booking of 8 hrs will be required for staff operators requested from and provided by the City; A non-refundable deposit will be required of all new clients or existing clients that book and then cancel a booking; A “dark day” charge of \$100.00 has been added for any days the theater is unavailable for other uses during the schedule of a multi day/week engagement; If approved above, resident non-profit organizations will receive a fifty (50) percent discount of the direct costs incurred by their use of the Theater.

- C) Action to approve the proposed “Carson City Fairgrounds 2008/2009 Fees and Charges.” (*Roger Moellendorf*)

Staff Summary: The Parks and Recreation Department has developed a new fees and charges schedule for the newly remodeled Carson City Fairgrounds. This item was brought to the Board of Supervisors for action on August 21, 2008. The discussion was combined with the proposed fees for the Community Theater. Because of concerns from the public regarding the Theater fees, the Board deferred action on all fee recommendations until the Theater fees could be further reviewed.

- D) Action to approve a “Deed Restriction Template” to be used for the reimbursement of awarded grants obtained through the State of Nevada Question-1 Conservation and Resource Protection Grant Program. (*Juan Guzman*)

Staff Summary: The attached deed restriction is to be used as part of the funding agreement to obtain funds that were awarded for the fee title and conservation easement acquisitions already completed by the Open Space Program. The Board of Supervisors is asked to approve this document which was negotiated by staff with the help of Supervisors Aldean and Williamson.

**9. City Manager**

Action to reappoint Robert Darney, Michael Drews and Mark Lopiccolo to the Historic Resources Commission for four year terms ending January 2013. (*Larry Werner*)

Staff Summary: CCMC Chapter 18.06.020 establishes the Historic Resource Commission to consist of seven members. "At least two members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation, at least one member of the HRC must be professionally qualified in building construction and at least one member, but not more than two, shall be a professional in the field of historic preservation."

**– LUNCH BREAK –**

**RETURN – APPROXIMATE TIME – 1:30 P.M.**

*(Recess as Board of Supervisors)*

**Redevelopment Authority**

**Call to Order & Roll Call**

**Action on Approval of Minutes**

**10. Finance**

Action to adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2008-09 Budget in the amount of \$2,826,746. (*Nick Providenti*)

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

**11. City Manager**

Action to adopt a resolution approving an interlocal agreement between the City and the Redevelopment Agency whereby the Redevelopment Agency agrees to utilize the general purchasing and contract policies of the City and to utilize City staff as staff of the Redevelopment Authority. (*Larry Werner*)

Staff Summary: As a special purpose government, the Redevelopment Agency may establish its own specific policies and procedures for conducting its business. However, it was the recommendation of the Redevelopment Agency to adopt the City's purchasing and contract policies and procedures for uniformity and consistency. The Redevelopment Agency also has the ability to retain its own staff but the Agency recommended that City staff provide it staff support.

**12. Office of Business Development**

Action to approve an application from the First Presbyterian Church for reimbursement of \$78,841.88 for specific site improvement costs and added expenses incurred in association with the preservation of the old sanctuary, both the 1864 and 1896 structure. *(Joe McCarthy)*

Staff Summary: On November 6 2008, the Redevelopment Authority directed staff to assist representatives of the First Presbyterian Church to complete an application for review by the Redevelopment Authority Citizens Committee for reimbursement of costs incurred by the Church to facilitate the preservation of the historic sanctuary and its possible future use as a community resource. The majority of the committee supported full reimbursement for the Church but only felt comfortable capping its contribution to the reimbursement total to a limit of \$100,000 including previous reimbursements. In fact, the committee recommended that the Redevelopment Authority determine the additional funds needed to make up the difference. Thus, the Citizens Committee approved \$32,219.64 (\$100,000 less the \$67,780.36 already paid). The Redevelopment Authority is authorized to complete the reimbursement by using the funds from its redevelopment capital improvement account.

### **Action to Adjourn as the Redevelopment Authority**

#### **Board of Supervisors**

#### **13. City Manager**

Action to adopt a resolution approving an interlocal agreement between the City and the Redevelopment Agency whereby the Redevelopment Agency agrees to utilize the general purchasing and contract policies of the City and to utilize City staff as staff of the Redevelopment Authority. *(Larry Werner)*

Staff Summary: As a special purpose government, the Redevelopment Agency may establish its own specific policies and procedures for conducting its business. However, it was the recommendation of the Redevelopment Agency to adopt the City's purchasing and contract policies and procedures for uniformity and consistency. The Redevelopment Agency also has the ability to retain its own staff but the Agency recommended that City staff provide it staff support.

#### **14. Office of Business Development**

Action to consent to the approval of an application from the First Presbyterian Church for reimbursement of \$78,841.88 for specific site improvement costs and added expenses incurred in association with the preservation of the old sanctuary, both the 1864 and 1896 structure. *(Joe McCarthy)*

Staff Summary: On November 6 2008, the Redevelopment Authority directed staff to assist representatives of the First Presbyterian Church to complete an application for review by the Redevelopment Authority Citizens Committee for reimbursement of costs incurred by the Church to facilitate the preservation of the historic sanctuary and its possible future use as a community resource. The majority of the committee supported full reimbursement for the Church but only felt comfortable capping its contribution to the reimbursement total to a limit of \$100,000 including previous reimbursements. In fact, the committee recommended that the Redevelopment Authority determine the additional funds needed to make up the difference. Thus, the Citizens Committee approved \$32,219.64 (\$100,000 less the \$67,780.36 already paid). The Redevelopment Authority is authorized to complete the reimbursement by using the funds from its redevelopment capital improvement account.

#### **15. 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

**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.*  
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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: January 29, 2009**