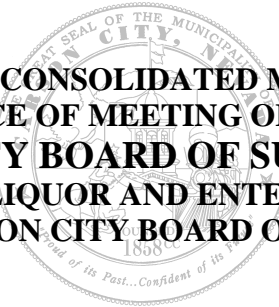


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD
AND CARSON CITY BOARD OF HEALTH**



Day: Thursday
Date: September 16, 2010
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

1. **Call to Order – Board of Supervisors**
2. **Roll Call**
3. **Invocation - Bill McCord, United Methodist Church, Retired**
4. **Pledge of Allegiance**
5. **Action on Approval of Minutes - August 19, 2010**
6. **Adoption of Agenda**
7. **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, the Carson City Redevelopment Authority and the Carson City Board of Health. 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.

8. **Consent Agenda**

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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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8-1. Finance

Action to accept the report on the condition of each fund in the treasury through September 7, 2010 per NRS 251.030. (*Nick Providenti*)

Staff Summary: NRS 251.030 requires the Finance Director (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case the Board of Supervisors), at each regular meeting thereof, the condition of each fund in the treasury. This report

includes a “Statement of Cash Receipts and Disbursements” indicating the beginning balance, receipts, disbursements, and the ending balance of each cash account for every fund in the City as of September 7, 2010.

It is important to note that there will always be timing differences with these balances - for example while all departments take deposits to the bank on a daily basis, revenue reports are only prepared twice a month and there is usually a lag time between when the reports are prepared and when they are entered into the system.

8-2. Parks and Recreation - Open Space

Action to authorize the City Manager or his designee to enter into an agreement with the Bureau of Land Management, Carson City Field Office, for the purpose of funding the costs of transferring federal properties to Carson City. (*Juan Guzman*)

Staff Summary: The Omnibus Public Land Management Act of 2009 provides for Carson City to pay any costs related to the conveyances of land from the Bureau of Land Management to Carson City, Nevada. An account will be established for Carson City to pay for the expenditures related to the land conveyances. Initial deposit into the account will be of \$10,000. The overall cost is estimated at \$128,900.

8-3. Purchasing and Contracts

- A) Action to determine that Contract No. 1011-095 is a contract for items 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. 1011-095 a request for the purchase of Plymovent Diesel Exhaust Removal Systems from Air Exchange, Inc., for a not to exceed cost of \$73,901.00 to be funded from the Machinery and Equipment/Fire Exhaust Removal System Fund as provided in FY 2010/2011. (*Sandy Scott-Fisher*)

Staff Summary: After an air quality analysis of Fire Station 1 was completed, it was recommended that a Plymovent Diesel Exhaust Removal System be installed. Presently there are partial Plymovent Exhaust Removal Systems in Fire Stations 2 and 3. The systems were installed fifteen (15) years ago and have served well. This purchase will add a system to Fire Station 1 and complete the installation of the systems at Fire Stations 2 and 3. Carson City currently maintains a cache of parts for repairs and have personnel trained to work on the Plymovent system. Air Exchange, Inc., is the only company authorized to sell the Plymovent system in our region.

- B) 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 \$56,311.24 for Contract No. 0910-058 titled Carson City Fairgrounds/Fuji Park Urban Fishing Pond and Site Improvement to F and P Construction, Inc. (*Sandy Scott-Fisher*)

Staff Summary: Carson City Fairgrounds/Fuji Park Urban Fishing Pond and Site Improvement project consisted of the construction of a one (1) acre fishing pond located in the southeast corner of Fuji Park, approximately in the location of the old go-cart track, directly south of Clear Creek. The work included but was not limited to, pond excavation, placement and grading of overflow parking areas, export of excess soil, decomposed granite paths, wetland areas, re-vegetation, drainage piping, fencing, storm water management, erosion control BMP's and all other appurtenances necessary to complete the project. This project is substantially completed with the exception of the six (6) month maintenance period that began July 1, 2010 and ends December 31, 2010.

(End of Consent Agenda)

9. Recess as Board of Supervisors

Liquor and Entertainment Board

10. Call to Order & Roll Call – Liquor and Entertainment Board

11. Action on Approval of Minutes - August 5, 2010 & August 19, 2010

12. Public Works - Business License

- A) Action to approve Court Cardinal as the liquor manager for Casino Fandango (Liquor License #11-19485) located at 3800 S. Carson St., Carson City. *(Ken Furlong & Lena Tripp)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Court Cardinal is applying to be listed as the liquor manager on the liquor license. Court Cardinal currently holds a liquor license in Carson City for the Courtyard Marriott and staff is recommending approval.

- B) Action on a show cause hearing against Liquor License #10-27238 (catering portion only), held by Com Productions, LLC and Robert Schmitt dba The Schmitt House located at 4750 Hwy 50 East, Ste 1, pursuant to CCMC 4.13.160. This show cause hearing is based on the issuance of a Special Event permit for an event located at 1700 Forrest Way. The Special Event was held on August 20, 2010. *(Ken Furlong & Lena Tripp)*

Staff Summary: CCMC 4.13.160 provides for an emergency summary suspension by the Sheriff, his designee, or the Board if determined that the continued operation of the licensed premises constitutes a clear and immediate threat to the health, safety, and welfare of the residents of Carson City.

13. Action to Adjourn as the Liquor and Entertainment Board

14. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

15. Any item(s) pulled from the Consent Agenda will be heard at this time.

16. Fire

Action to authorize Carson City to submit an application for a U.S. Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) Grant in a not to exceed amount of \$700,000. *(Stacey Giomi)*

Staff Summary: The Board of Supervisors is required to authorize the submittal of applications for grants in excess of \$25,000, pursuant to policy. SAFER grants provide financial assistance to help fire departments increase their cadres of frontline firefighters or to rehire firefighter positions that have been eliminated or laid off. The goal is to assist local fire departments with staffing and deployment capabilities so they may respond to emergencies whenever they occur.

17. Purchasing and Contracts

- A) Action to determine that Contract No. 1011-103 is a contract for the services of a professional engineer, professional land surveyor or registered architect; that the selection was made on the basis of the competence and qualifications of the engineer, land surveyor or architect 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. 1011-103 with HDR Engineering, Inc. to provide Construction Management Services for Carson City Water Bond Projects through September 1, 2012, for a not to exceed cost of \$1,424,450.00 to be funded from Various Water Capital Fund Accounts as provided in FY 2010/2011 and FY 2011/2012. (*Sandy Scott-Fisher*)

Staff Summary: The consultant will provide Construction Management Services for Carson City Water Bond Projects which have an estimated total project cost of \$32 Million. Additionally the consultant is to provide Program Management, Construction Management, and Materials Testing for the construction of the approved Water Bond Projects for Prison Hill Water Tank, North South Transmission Phase II, East-West Transmission Phase I & II, Transmission Main Pumping/Surge Stations and the Ormsby Reservoir Project.

- B) Action to determine that Cruz Construction Company, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1011-092 Fulstone Wetlands Enhancement-South Access, Northridge Drive to Cruz Construction Company, Inc., for a bid amount of \$228,852.30 plus a contingency amount not to exceed \$22,885.23 to be funded from the Quality of Life Fulstone Wetlands and Quality of Life Maintenance Funds as provided in FY 2010/2011. (*Sandy Scott-Fisher*)

Staff Summary: Carson City received sealed bids for the Fulstone Wetlands Enhance-South Access, Northridge Drive project. The project consists of clearing and grubbing, demolition, earthwork, keystone walls, buck and rail fence, decomposed granite paths, chainlink fence modifications, concrete flatwork, landscape and irrigation improvements, site furnishings and revegetation treatments to Fulstone Wetlands and Northridge Drive right-of-way areas.

Time of completion for this project is as follows: Milestone A is fifty (50) calendar days from the date of the Notice to Proceed, Milestone B is twenty (20) days from November 15, 2010, and Milestone C is one (1) year from the date of the Notice to Proceed.

18. Public Works - Planning and Zoning

- A) Action to approve a request for a two-year extension of the Final Map for a Tentative Subdivision map known as Combs Canyon II (property owner: Combs Canyon, LLC.) that consists of 19 lots on approximately 25 acres located on Combs Canyon Road. (File TSM-07-027) (*Lee Plemel*)

Staff Summary: The current subdivision approval will expire on May 17, 2011. This request would extend the Final Map recordation to May 17, 2013 to allow time for the housing market to improve.

- B) Action to approve a request for a two-year extension of the Final Map for a Tentative Subdivision map known as Combs Canyon I (property owner: Combs Canyon, LLC c/o Selinger, Steve) that consists of 23 lots on approximately 57 acres, located approximately 350 feet northwest of the intersection of Timberline Drive and Combs Canyon Road. (File TSM-06-168) (*Lee Plemel*)

Staff Summary: The current subdivision approval will expire on October 19, 2010. This request would extend the Final Map recordation to October 19, 2012 to allow time for the housing market to improve.

19. City Manager

Action to ratify the approval of bills and other requests for payments by the City Manager for the period of August 1, 2010 thru September 5, 2010. (*Larry Werner*)

Staff Summary: All bills or other requests for payment verified per Carson City Municipal Code Section 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall, by motion entered into its minutes, ratify the action taken on the bills or other requests for payment. Future monthly reports will be placed on the consent agenda.

20. Board of Supervisors

Non-Action Items:

- Status review of projects
- 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

21. Action to Adjourn as Board of Supervisors

Board of Health

22. Call to Order & Roll Call – Board of Health

23. Action on Approval of Minutes - June 17, 2010

24. Health and Human Services

- A) Director’s report regarding Carson City Health and Human Services (CCHHS) activities. (*Marena Works*)

Staff Summary: Marena Works, Health & Human Services Director will provide updates on services and activities within CCHHS. This is an opportunity to inform the Board of Health of current activities, programs, services, and direct development within CCHHS.

- B) Action to accept the Report of Results from the National Association of Local Boards of Health (NALBOH) regarding the NALBOH assessment tool that was used to assist in measuring the infrastructure and capacity of our local public health system. (*Susan Pintar*)

Staff Summary: This report summarizes findings by NALBOH as a result of the Local Public Health governance Performance Assessment Instrument v. 2.0 completed at the June 17, 2010 Board of Health meeting.

- C) Action to develop a list of priorities from the Report of Results from the National Association of Local Boards of Health (NALBOH) regarding the NALBOH assessment tool that was used to assist in measuring the infrastructure and capacity of our local public health system. *(Susan Pintar)*

Staff Summary: This report summarizes findings by NALBOH as a result of the Local Public Health Governance Performance Assessment Instrument v. 2.0 completed June 17, 2010. It is essential to prioritize the essential services that deserve the most immediate attention to direct the board and staff by coordinating our quality improvement efforts.

25. Action to Adjourn as the Board of Health

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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 226. 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: September 9, 2010