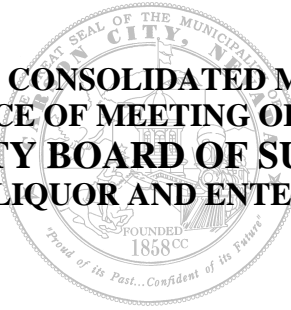


**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS  
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



**Day:** Thursday  
**Date:** November 4, 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** - Chuck Durante, St. Teresa’s Catholic Family
4. **Pledge of Allegiance**
5. **Action on Approval of Minutes** - October 7, 2010
6. **Adoption of Agenda**
7. **Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any topic 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 (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

8. **Special Presentations**
  - A) Presentation of a proclamation to Rose Gardner for her 10½ years of dedicated service to Carson City. (Mayor Crowell)
  - B) Presentation of a proclamation for National Animal Shelter Appreciation Week, November 7-13, 2010. (Margie Quirk)

9. **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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### **9-1. Assessor**

Action to approve the removal of the veterans' exemption that was applied to the 2010/11 Real Property tax bill parcel number 007-401-16 per NRS 361.090 (4) in the amount of \$71.62. (*Kimberly Adams*)

Staff Summary: NRS 361.090(4) states that an exemption cannot be claimed in more than one county in the State, however, this individual signed up for an exemption in April of 2010 in Washoe County and applied that exemption to his real property in Washoe County. The Assessor's office is asking that the exemption be removed from his 2010/11 Real Property tax bill for parcel number 007-401-16. As a result of this removal the 2010/11 tax bill would be amended and increased by \$71.62.

### **9-2. Health and Human Services**

Action to approve a subgrant award from the Nevada State Health Division in the amount of \$464,644 for the 2010 CDC Public Health Preparedness and Response for Bioterrorism cooperative agreement. (*Marena Works*)

Staff Summary: This subgrant from the State Health Division allocates federal funding from the Centers for Disease Control and Prevention to upgrade local public health's preparedness and response to bioterrorism, outbreaks of infectious disease and other public health threats and emergencies. This is the fifth year of funding the Health Department has received from this five-year budget cycle. This funding is expected to expire on August 9, 2011.

### **9-3. Purchasing and Contracts**

- A) Action to determine that Contract No. 0708-045 is a sole source purchase; a purchase for equipment which, by reason of training of personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment; therefore not suitable for public bidding pursuant to NRS 332.115 and to approve the additional purchases made after the expiration of to Contract No. 0708-045, which is hereby reaffirmed notwithstanding its prior expiration, to include the following, a price agreement with Badger Meter, Inc., for the purchase of domestic water meters through the period of September 16, 2009 through November 4, 2010 for a not to exceed amount of \$154,502.32 to be funded from the Water Utility Water Meter and Services Fund as provided in FY 2010/2011. (*Sandy Scott-Fisher*)

Staff Summary: The City renewed their contract with Badger Meter September 6, 2007 with an end date of September 7, 2009, the contract inadvertently was not renewed. Staff is recommending approval of this Amendment No. 1 to cover the period of purchases from September 16, 2009 through November 4, 2010. Following this amendment a New Sole Source purchase contract will be presented to the BOS for approval.

- B) Action to determine that Contract No. 1011-147 is a contract for supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract Order No. 1011-147 a request for the purchase of Cationic Emulsion Polymer at \$1.12 per pound including freight from Ashland Water Technologies through July 1, 2011 on an as-needed basis to be funded from Wastewater Fund Chemicals as provided in FY 2010/2011. (P.O. No. 2011-033) (*Sandy Scott-Fisher*)

Staff Summary: Cationic Emulsion Polymer is required for the operation of the Carson City Wastewater Reclamation Plant in order to enhance flocculation and aid in the removal of solids from the waste water.

- C) Action to determine that Contract No. 1011-148 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. 1010-148 with Resource Concepts, Incorporated to provide Design Services for Phase III Waterfall Fire Improvements Project through November 5, 2011, for a not to exceed cost of \$56,000.00 to be funded from the Grant Account 254-5047-452-6588 as provided in FY 2010/2011. (*Sandy Scott-Fisher*)

Staff Summary: This contract is to provide professional services for Design Services for Phase III Waterfall Fire Improvements Project. Public Works staff has determined that Resource Concepts, Inc. is the most qualified firms to continue to provide Design Services for the Waterfall Fire Improvements Project.

- D) Action to determine that Contract No. 1011-156 is a sole source purchase for equipment which by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment, and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1011-156 a request to purchase domestic water meters from Badger Meter, Inc. for a not to exceed cost of \$160,000.00 to be funded from Water Fund Account - Water Meters and Services as provided in FY 2010/2011. (P.O. No. 2011-036) (*Sandy Scott-Fisher*)

Staff Summary: Due to compatibility issues with the Badger Meter, Inc. Orion Automatic meter reading system (AMR) utilized by the Water Utility Division of the Carson City Public Works Department, the new purchase order for residential and commercial water meters must be a "Sole Source" purchase for Badger meters and the Orion AMR System.

- E) 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 \$9,048.78 for Contract No. 0910-217 titled Carson City Waterfall Fire Watershed Improvements – Phase 2 to F and P Construction Inc. (*Sandy Scott-Fisher*)

Staff Summary: Project consisted of removal of asphalt concrete grinding from the Carson City Water Treatment Plant (CCWTP) access road, stockpiling the grindings, earthwork to raise the road, replacement of the culvert in Kings Canyon Creek with new culvert headwalls, replacement of the grindings to resurface the raised roadway, installation of temporary erosion control measures, lowering of bank areas along Kings Canyon Creek, transplanting existing willows and woods rose, installation of rock check dams in existing gullies, reconstruction of a small spillway in an earthen embankment, construction of water spreading dikes, and re-vegetation of all disturbed areas upon completion of construction.

- F) Action to adopt a resolution authorizing the Board of Supervisors to determine that the 30 pieces of miscellaneous surplus property have reached the end of their useful lives and will be donated to another governmental entity or to a requesting non-profit organization created for religious, charitable or educational purpose as set forth in NRS 372.3261. (File 1011-146) (*Sandy Scott-Fisher*)

Staff Summary: This property is no longer useful to any city department/division and has been transferred to Surplus Property for disposal.

#### **9-4. City Manager**

Action to reappoint Lou Ann Speulda-Drews and reappoint Dr. Gregory Hayes to the Historic Resources Commission for four year terms ending January 2015. (*Larry Werner*)

Staff Summary: CCMC Chapter 18.06.020 establishes the Historic Resource Commission to consist of seven members with “at least one member of the HRC shall be a professional in the field of historic preservation” and “at least one person who owns property and resides within the district must be included in the membership. Lou Ann Speulda-Drews and Dr. Gregory Hayes have requested reappointment. There are no other applicants.

**9-5. Finance**

Action to accept the report on the condition of each fund in the treasury through October 26, 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. A “Statement of Cash Receipts and Disbursements” indicates the beginning balance, receipts, disbursements, and the ending balance of each cash account for every fund in the City as of October 26, 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.

*(End of Consent Agenda)*

**10. Recess as Board of Supervisors**

**Liquor and Entertainment Board**

**11. Call to Order & Roll Call – Liquor and Entertainment Board**

**12. Action on Approval of Minutes - September 16, 2010**

**13. Public Works - Business License**

Action to approve Gurpal Singh Sood as the liquor manager for India Feast (Liquor License #11-27341) located at 316 E. Winnie Ln., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Gurpal Singh Sood is applying to be listed as the liquor manager on the liquor license and staff is recommending approval.

**14. Action to Adjourn as the Liquor and Entertainment Board**

**15. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

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

**17. Public Works - Planning and Zoning**

Action to approve a request for a two-year extension of the Tentative Map, Special Use Permit, and Variances for a Planning Unit Development known as Mills Landing, which consists of 94 single-family

residential units on 7.7 acres and a commercial/retail development on 2.4 acres, located at 1208 E. William Street and State Street. (File TPUD-06-202) (*Lee Plemel*)

Staff Summary: The current Planned Unit Development approval will expire on December 21, 2010. This request would extend the Tentative Map, Special Use Permit, and Variances to December 21, 2012 to allow time for coordination of the project and for the housing market to improve.

## 18. Purchasing and Contracts

Action to determine that Contract No. 1011-155 is a contract for hardware and associated peripheral equipment and devices for computers and/or software for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1011-155 a request for the purchase of an upgrade to Carson City's current Wonderware Historian and InTouch Software from Wonderware PACwest which are used to operate the City's water system for a not to exceed cost of \$81,935.00 to be funded from Various Water Fund Accounts as provided in FY 2010/2011. (P.O. 2011-037) (*Sandy Scott-Fisher*)

Staff Summary: Additional licensing and a system upgrade are required for the City water system operation order to streamline development and enhance system control through simplified and consistent operations across the managed SCADA environment and to support the regional water project improvements.

## 19. Parks and Recreation

Action to approve a resolution accepting a 39.02 acre donation of real estate from the Vidler Water Company for lands located east of Hells Bells Road, APN's 10-681-02 and 10-681-01. (*Juan Guzman*)

Staff Summary: The Vidler Water Company, through its President, Dorothy A. Timian-Palmer, and Vice President, Steve Hartman, wish to gift to Carson City 39 acres of land located within the flood plain of the Carson River and Eagle Valley Creek. These lands are very important for floodway, habitat, and passive recreation. The Carson City Municipal Code, Chapter 13.06 and the Nevada Revised Statutes provide for the acceptance of land donations.

## 20. Finance

- A) Action to adopt a resolution raising business license fees by .8% pursuant to Title 4 of the Carson City Municipal Code (CCMC) Licenses and Business Regulations, Chapter 4.04 Business Licenses, Section 4.04.015 Annual Fee Increase. (*Nick Providenti*)

Staff Summary: Title 4 of the Carson City Municipal Code (CCMC) Licenses and Business Regulations, Chapter 4.04 Business Licenses, Section 4.04.015 Annual Fee Increase states "1. Effective January 1, 1998 and annually thereafter, the business license fees effective in the prior calendar year and relating to Sections 4.04.020, 4.04.031, and 4.01.040, shall be increased by the lesser of the increase allowed by NRS 354.5989 or by the Department of Labor, All Urban Consumers, Consumer Price Index for the U.S. City Average for the 12 months ending on June 30<sup>th</sup> preceding the year for which the limit is being calculated." and "2. On or before November 1<sup>st</sup> of each year, the finance director shall calculate the increase in business license fees and present a resolution to the board of supervisors reflecting the business license increase in accordance with subsection 1." The amount calculated in subsection 1 equates to a .8% increase.

- B) Action to adopt a resolution pertaining to the issuance of refunding bonds by Carson City, Nevada; authorizing the Director of Finance or his designee to arrange for the sale of refunding bonds for the

purpose of defraying wholly or in part the cost of refunding outstanding bonds; and providing other details in connection therewith. (*Nick Providenti*)

Staff Summary: Pursuant to NRS 350.500 to 350.720, the Board of Supervisors of Carson City, Nevada is authorized, on behalf and in the name of the City to issue bonds for the purpose of refunding wholly or in part notes or bonds previously issued by the City to effect interest rate savings and other economies and shall allow the Director of Finance or his designee to arrange for the issuance and sale of the refunding bonds issued to refund all or any part of outstanding bonds of the City.

- C) Action to introduce, on first reading, an ordinance authorizing the issuance by the City of its negotiable “Carson City, Nevada, General Obligation (Limited Tax) Various Purpose Refunding Bonds (additionally secured by pledged revenues), series 2010” for the purpose of financing the cost of refunding certain outstanding bonds of the city; ratifying action previously taken toward issuing the proposed bonds and effecting the purpose of their issuance; providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: The City of Carson City is authorized to issue bonds for the purpose of refunding certain of their previously issued 1998 Series B Bonds, 1999 Series A Bonds and 2001 Various Purpose Bonds for the purpose of effecting interest rate savings (the Project) and the City hereby determines that it is necessary and in the best interest of the City and its citizens to finance the Project.

- D) Action to introduce, on first reading, an ordinance authorizing the issuance by the City of its negotiable “Carson City, Nevada, General Obligation (Limited Tax) Park Refunding Bonds (additionally secured by pledged revenues), series 2010” for the purpose of refinancing certain outstanding bonds previously issued for parks, trails and recreational facilities; ratifying action previously taken toward issuing the proposed bonds and effecting the purpose of their issuance; providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: The City of Carson City is authorized to issue bonds for the purpose of refunding certain of their previously issued Carson City, Nevada General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 1998A, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

## **21. City Manager**

- A) Action to introduce on first reading an ordinance to amend Chapter 4, Licenses and Business Regulations, by amending Chapter 4.04, Business Licences by deleting Section 4.04.015, Annual Fee Increase in its entirety and other matters properly related thereto. (*Larry Werner*)

Staff Summary: Section 4.04.015 of the Carson City Municipal Code requires the Finance Director to calculate an annual fee increase and the Board to adopt it. The proposed action would eliminate this section and make the process of increasing fees discretionary as opposed to mandatory.

- B) Review of the Carson City Operations Scorecard. (*Linda Ritter*)

Staff Summary: This item represents the monthly business review related to the City-wide performance scorecard. Along with a review of City Scorecard indicators, this months report will include updated objectives and measures associated with the perspective titled “A Physically Connected Community.” Additionally, data representing use of City facilities will be presented as part of the strategic plan perspective “An Active and Engaged Community.” Staff will also provide status reports on Capital Projects. In the past, only transportation projects were included. All utility, facility, parks as well as

transportation projects are now listed. Other data presented will include financial updates on various funds and taxable sales reports. This review includes data up to September 30, 2010.

- C) Discussion and possible action on a method to fill the vacancy created by the election of either Supervisor Livermore or Supervisor Williamson to the Nevada State Assembly. (Larry Werner)

Staff Summary: As detailed in the District Attorney's Opinion of October 14, 2010, one of the two supervisors must resign on November 3, 2010. Carson City Charter Section 2.030 states that the Board of Supervisors must fill the vacancy by appointing a member within 30 days or after 3 meetings, whichever is shorter. To comply with the Charter, the Board must appoint someone by December 2, 2010 which would be the 3<sup>rd</sup> meeting and within 30 days. The qualifications of the potential appointee must meet Section 2.010 of the Charter.

**22. 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

**23. 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 226. 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.org](http://www.carson.org)*  
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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  
Business Resource & Innovation Center (BRIC) 108 East Proctor  
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**Date: October 28, 2010**