

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**



Day: Thursday
Date: January 20, 2011
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Invocation** - Mark Escalera, Autumn Funerals and Cremations
4. **Pledge of Allegiance**
5. **Action on Approval of Minutes** - December 16, 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 Robin Williamson for her ten years of service as the Chairperson of the Redevelopment Authority and the Redevelopment Authority Citizens Committee. (*Jed Block*)
 - B) Presentation of a proclamation for Catholic School Week, January 30 through February 5, 2011.

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 and refund of a portion of the taxes from parcel numbers 010-681-01 and 010-681-02 (parcels located northeast of Hells Bells Rd.) from the 2010/11 Real Property Tax Roll per NRS 361.060 in the amount of \$2,484.12. (*Kimberly Adams*)

Staff Summary: Assessors parcel numbers 010-681-01 and 010-681-02 which are both located northeast of Hells Bells Rd., were gifted to Carson City from Vidler Water Company. The deed was recorded on November 10, 2010. These properties are now exempt per NRS 361.060. The Assessor's office is asking that the taxes be prorated from July 1, 2010 through November 10, 2010 and that the remaining amount be removed and refunded from the 2010/11 Real Property Tax Roll.

9-2. Finance

- A) Action to adopt the Carson City Plan of Corrective Action for FY 09-10 statutory violation included in the annual audit. (*Nick Providenti*)

Staff Summary: Within 60 days after the delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

- B) Action to accept the report on the condition of each fund in the treasury through January 11, 2011 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 January 11, 2011.

- C) 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 \$623,726.11 in uncollectible accounts receivable. (*Nick Providenti*)

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.

9-3. Purchasing and Contracts

Action to approve Contract No. 1011-188 the purchase of equipment and services associated with systems of communications and therefore not suitable for public bidding pursuant to NRS 332.115(1)(q) to be provided by AT&T for a not to exceed cost of \$215,725.40 to be funded from the 911 Surcharge Fund as provided in FY 2010/2011. (P.O. # 2011-050) (*Sandy Scott-Fisher*)

Staff Summary: The backbone of the 911 phone system is outdated and has reached its limits. The Concentrex system was originally located in the old jail and was moved to the new dispatch center in 2001 with the current Vesta phone system put in front of it. The purchase of the new Sentinel Patriot system will upgrade the center to a Voice over IP solution, moving the system towards Next Generation 911 capabilities that will be hosted by AT&T. AT&T will be responsible for status monitoring, repairs and upgrades.

9-4. City Manager

- A) Review of the quarterly summary for all active grants made to Carson City as well as a listing of all pending grants. *(Larry Werner)*

Staff Summary: During the second meeting of the month following the end of the fiscal quarter, a summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

- B) Action to ratify the approval of bills and other requests for payments by the City Manager for the period of December 8, 2010 thru January 11, 2011. *(Larry Werner)*

Staff Summary: All bills or other requests for payment verified per CCMC 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.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

11. City Manager

Presentation and update regarding Nevada Association of Counties (NACo) by Jeff Fontaine, Executive Director.

Staff Summary: NACo Director Jeff Fontaine will provide an update on NACo activities and a briefing on the upcoming Legislative session.

12. Clerk/Recorder

- A) Discussion and possible action to appoint Deborah Morzoline as the Public Guardian of Carson City for a term of four (4) years at grade, UNC 23. *(Alan Glover)*

Staff Summary: The retirement of Susan Swensen caused a vacancy in the office of Public Guardian. After reviewing 43 applications and interviewing 9 people, we are recommending Deborah Morzoline.

- B) Action to adopt a resolution establishing Policies and Guidelines for the Public Guardian of Carson City. *(Alan Glover)*

Staff Summary: The Office of the Public Guardian has for many years operated under the proposed guidelines, but they have never been adopted by the Board of Supervisors.

13. Public Works - Planning and Zoning

- A) Action to introduce, on first reading, an ordinance to amend the zoning designations of property located in and around the vicinity of the Carson City Landfill, Flint Drive area, changing APN 8-011-19 from General Industrial to General Commercial (25 acres) and Public Regional (15 acres), changing APN 8-521-20 from Conservation Reserve to Public Regional (328 acres) and General Commercial (48 acres), and changing APN's 8-531-03 and 10-011-01 and -29 from Conservation Reserve to Public Regional. (ZMA-10-087) (*Lee Plemel*)

Summary: The proposed amendments would make the zoning consistent with the actual public use of the landfill and surrounding properties, and will be consistent with the proposed land uses pursuant to the lands bill that will transfer ownership of the properties from the BLM to Carson City. Property acreage noted above is approximate. This application is being processed concurrently with MPA-10-086.

- B) Action to approve a Master Plan Amendment application to modify the Land Use Map designation of property located in and around the vicinity of the Carson City Landfill, Flint Drive area, changing an approximate 15 acre portion of APN 8-011-19 east of the V&T Railroad track from Public Conservation to Public/Quasi-Public, changing APN 8-521-20 from Public Conservation (311 acres) and Mixed-Use Commercial (65 acres) to Public/Quasi-Public (193 acres), Open Space (135 acres) and Mixed-Use Commercial (48 acres), and changing APN's 8-531-03 (178 acres), 10-011-01 (108 acres) and 10-011-29 (520 acres) from Public Conservation to Public/Quasi-Public. (MPA-10-086) (*Lee Plemel*)

Summary: The proposed amendments would make the Master Plan land use designations consistent with the actual public use of the landfill and surrounding properties, and will be consistent with the proposed land uses pursuant to the lands bill that will transfer ownership of the properties from the BLM to Carson City. Property acreage noted above is approximate. This application is being processed concurrently with ZMA-10-087 for a change in the zoning designation.

- C) Action to accept the Carson City Master Plan Annual Report, including recommended actions for the implementation of the goals and policies of the Master Plan. (MPA-10-085) (*Lee Plemel*)

Summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The report includes information regarding past, current and future Master Plan implementation actions for the Commission's consideration.

- D) Action to authorize a Request for Proposals for Community Housing Development Organizations (CHDO's) to submit proposals for the construction, sale and monitoring of a single-family residence on Carson City property located at 1104 Palo Verde Drive, APN 004-141-05, to develop affordable housing for a family whose income at the time of application for such housing does not exceed 80 percent of the median gross income for families in Carson City pursuant to the provisions of NRS 244.287. (*Lee Plemel*)

Summary: The subject lot is approximately 7,800 square feet in size, located on a residential street with existing houses on either side, and is adjacent to Mills Parks. The property previously contained a City well, which has been abandoned. The proposed action would allow the construction of one single-family home on the property.

- E) Action regarding an appeal of the Planning Commission's approval of a Special Use Permit to allow placement of photovoltaic arrays at Eagle Valley Middle School on property zoned Public (P), located at 4151 E. Fifth St., APN 010-035-27. (SUP-10-090) (*Lee Plemel*)

Staff Summary: The Planning Commission approved a Special Use Permit for the installation of ground mounted photovoltaic arrays on approximately 60,000 square feet of property on the Eagle Valley Middle School campus. Decisions of the Planning Commission may be appealed to the Board of Supervisors. The Board of Supervisors may uphold, modify or reverse the Planning Commission's decision.

14. City Manager

- A) 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. In this month's report, staff will review various measures included in the City Operations Scorecard. An updated Finance Scorecard for FY 2010/2011 for the General Fund as well as various other funds will be presented. Monthly updates on economic indicators and capital are also included in the report. This review includes data up to November 30, 2010. Staff will also provide an overview of statistical data related to the manufacturing and other sectors of the Carson City economy now included in the Operations Scorecard.

- B) Discussion and possible action to approve the application form, a timeline and schedule for the appointment of a replacement Justice of the Peace and to authorize the City Manager to appoint a selection committee as set forth in NRS 4.150. (*Larry Werner*)

Staff Summary: Based on the decision of the Board of Supervisors at the December 16, 2010 meeting to appoint a person to fill the unexpired term of Judge Robey Willis, staff has prepared an application form and a process description and timeline for the Board's approval. Generally, the process would be for the City Manager to appoint a committee of five people that would review the applications, interview up to ten applicants and then recommend no more than three of the ten to be interviewed by the Board of Supervisors. The Board would select one of the three to fill the remainder of Judge Willis' term.

15. 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

– LUNCH BREAK –

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

16. City Manager

Action to appoint one member to the Planning Commission to fill a term that will expire in June 2012. (*Larry Werner*)

Staff Summary: Carson City Municipal Code Chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one vacancy due to Daniel Heath's resignation. There are four applicants: Ann Cox, Paul Eastwood, Edwin James and Mark Sattler.

17. 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.
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This agenda and backup information are available on the City's website at 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

Date: January 13, 2011