

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



**Day:** Thursday  
**Date:** April 21, 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 – Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Ken Haskins, First Christian Church**
- 4. Pledge of Allegiance**
- 5. Action on Approval of Minutes - March 17, 2011**
- 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. The Mayor, or the Mayor Pro-Tem, retains discretion to only provide for public comment under this general item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

- 8. Special Presentation**
  - A) Presentation of a proclamation for Nevada Wildfire Awareness Week, May 1 - 8, 2011. (*Stacey Giomi*)
  - B) Presentation of a proclamation to recognize the month of May as Archaeology Awareness and Historic Preservation Month in Carson City. (HRC-11-005) (*Jennifer Pruitt*)

**Staff Summary:** Historic Preservation Month was designed by the National Trust for Historic Preservation to raise awareness about the power historic preservation has to protect and enhance our homes, neighborhoods and communities. It provides an opportunity to celebrate the diverse and unique heritage of our country's cities and towns, and enables all of us to become involved in the growing preservation movement.

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. Finance**

Action to accept the report on the condition of each fund in the treasury through April 12, 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 April 12, 2011.

**9-2. Public Works**

Action to approve an interlocal agreement between the City and NDOT whereby the City will allow NDOT to apply micro-surface paving and restripe Old Hot Springs Road (a City street) from the junction of Goni Road to the dead end at the I-580 grade separation, at no cost to the City. *(Jeff Sharp)*

Staff Summary: NDOT has an office on Old Hot Springs Road. NDOT workers every day walk along the roadway for exercise. The roadway is plenty wide enough, but not striped properly to allow designated bicycle/pedestrian walkways along the edges. There aren’t any sidewalks along the roadway. The proposed micro-paving will obliterate the existing striping and create a nice smooth surface. The proposed new striping will result in a 6-foot wide bicycle/pedestrian lane along each side while still accommodating a full width traffic lane in each direction.

**9-3. Purchasing and Contracts**

A) 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 \$23,568.30 for Contract No. 1011-154 titled CDBG ADA Compliant Restrooms at the Community Center to Shaheen Beauchamp Builders, LLC. *(Sandy Scott-Fisher)*

Staff Summary: Carson City received sealed bids for the CDBG ADA Compliant Restrooms at the Carson City Community Center. The project consisted of demolition of existing improvements, construction of new ADA compliant restrooms and two storage rooms, including plumbing, mechanical and electrical work. Additive Alternates included construction of a floor cleaner storage bay, ceramic tiles, installation of bathroom stall partitions and painting.

B) Action to adopt a resolution authorizing the Board of Supervisors to determine that the two (2) 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 Nevada Revised Statute 372.3261. (File 1011-217) *(Kim Belt)*

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

- C) Action to approve Contract No. 1011-218 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Manhard Consulting Ltd., to provide Professional Services for the Ormsby Booster Pump Station through May 1, 2012 for a not to exceed amount of \$84,798.00 to be funded from the Water Account – Ormsby Water Tank Project 520-3505-435-79-04 as provided in FY 2010/2011 and FY 2011/2012. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services which include: Booster Pump Station Design, Permit Applications, Specifications and Contract Document Preparation, Grant of Easement preparation and Bidding Assistance for the Ormsby Booster Pump Station Project. This project is part of the regional water project.

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

- A) Action to ratify the approval of bills and other requests for payments by the City Manager for the period of March 9, 2011 thru April 12, 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.

- B) Action to adopt a resolution adopting and approving the Intrastate Interlocal Contract to engage the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada to provide vending services at the Carson City Public Safety Complex. *(Larry Werner)*

Staff Summary: We are required to contract with the Bureau of Services to the Blind and Visually Impaired (BSBVI) for any concessions located on public property. The current contract is set to expire on June 30, 2011. The Statement of Stipulations has been revised to reflect there are no longer cafeteria services only vending services.

#### **9-5. Parks and Recreation**

Action to approve and authorize the Mayor to sign a letter in support of the Ash Canyon to Kings Canyon Single Track Trail Route project to be located in the Humboldt-Toiyabe National Forest, Carson Ranger District. *(Roger Moellendorf)*

Staff Summary: The Carson City Parks and Recreation Department and Muscle Powered are collaborating on the construction of a single track trail that would connect Ash Canyon Road to Kings Canyon Road. In order to secure funding for the project, Muscle-Powered is applying for a \$10,000 grant from Bikes Belong and is requesting a letter from the Mayor and the Board of Supervisors indicating support for the project.

## **9-6. Parks and Recreation - Open Space**

- A) Action to support and sponsor the efforts of the V&T Railroad Railway Transportation Commission to obtain a Federal Transportation Administration Sarbanes Grant for approximately \$5 million. (*Juan Guzman / Susan Dorr, Manhard Construction*)

Staff Summary: If approved, the grant will be used to address a portion of Phase 3B railroad reconstruction work at the Carson River Canyon (formerly Serpa and Bently properties). There is no match required; however, City and Bureau of Land Management concurrence must be obtained in support of the grant.

- B) Action to authorize the Mayor to execute deeds of correction necessary for the implementation of transfers of lands with the U.S. Forest Service as authorized by the Omnibus Public Land Management Act of 2009. (*Juan Guzman*)

Staff Summary: As recommended by Northern Nevada Title and our District Attorney's Office, the execution of these deeds of correction are needed to clear title of Carson City lands.

## **9-7. Treasurer**

Action to approve the partial removal and partial refund of taxes to the 2010-2011 Real Property Tax Roll on parcels #3-037-01; #10-531-23; #9-091-08; #3-033-10; #9-322-17; #3-361-13; #9-501-02; #8-798-11; #2-672-16; #9-751-06; #8-031-06; #10-512-22; #8-093-05 due to donation of Veteran's Exemption to the Veteran's Home. (*Alvin Kramer*)

Staff Summary: Per NRS 361.0905 Section 1, qualified Veteran's Exemption can go to State Veteran's Home established pursuant to NRS 417.145.

*(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**

Action to appoint Thomas Armstrong as Justice of the Peace to serve the remainder of the unexpired term of Judge Robey Willis and set the gross salary, effective upon oath and filing of bond pursuant to NRS 4.030. (*Larry Werner*)

Staff Summary: At their April 7, 2011 meeting the Board of Supervisors selected Thomas Armstrong to fill the unexpired term created by the retirement of Judge Robey Willis conditioned upon successful salary negotiations. The Board further directed Supervisor Molly Walt and City Manager Larry Werner to meet with Thomas Armstrong to negotiate his salary.

## **12. Parks and Recreation**

Action to adopt a resolution declaring Invasive Species Awareness Week from April 25 to May 1, 2011, as recommended by the Open Space Advisory Committee. (*Ann Bollinger*)

Staff Summary: Staff, in partnership with other agencies and organizations, wishes to promote local awareness and action to limit the impacts of invasive species. The campaign will include a presentation and resolution at the Board of Supervisors meeting, a banner across Carson Street throughout the following week, and several other events and activities.

### 13. Purchasing and Contracts

- A) Action to determine that Contri Construction Company is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1011-201 North/South Water Transmission Main Project – Phase II to Contri Construction Company for a bid amount of \$6,808,145.33 plus a contingency amount not to exceed \$681,000.00 to be funded from the North South Transmission Main as provided in FY 2010/2011. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the North-South Water Transmission Main Project – Phase II. The project consists of, but not limited to, installing approximately 29,000-feet of new 24” PVC water line beginning along Bigelow Drive at the southerly Douglas County line and extending north and terminating near the intersection of Fairview Drive and East Fifth Street, in Carson City, Nevada. The project also includes the construction of approximately 58,100-feet of new 4” PVC conduit, approximately 6,300-feet of new 8” PVC sewer line and sixty-five 4-inch sewer laterals, a 12' wide (64,300 square-feet) paved asphalt concrete (AC) multi-use pathway; 94,300 square-feet of AC roadway pavement and associated improvements, installation of storm drain structures and appurtenances, installation of a 18-inch flow meter station and appurtenances, installation of a 16-inch flow meter station and appurtenances, and installation of a flow control station and appurtenances. The project includes, but is not limited to, all trench excavation, new pipe and related appurtenances, flow meters and control stations and appurtenances, trench backfill, pipe boring, asphalt and concrete replacement and all other common phases of construction customarily associated with this type of project.

- B) Action to approve Contract No. 1011-216 for the purchase of Self Contained Breathing Apparatus (SCBA), pursuant to NRS 332.115(1)(m) from Municipal Emergency Services, Inc. through Tualatin Valley Fire and Rescue in the amount of \$330,498.00 to be funded from Workers’ Compensation Fire Air Packs Fund as provided in FY 2010/2011. (P.O. No. 2011-073) (*Kim Belt*)

Staff Summary: The lifespan of SCBA is 15 years. The city’s current packs will begin to expire in FY2012. The Fire Department applied for and received a grant to purchase new SCBA. The grant does not cover everything that needs to be replaced, but does cover about 75% of our needs. In an effort to remain interoperable with our neighboring departments, the product we are purchasing was selected after an extensive review of all available products with East Fork Fire District. Once we both make this purchase all of the departments in the Quad County area will have the same SCBA.

- C) Action to authorize all City departments to utilize Contract # 09-5408 for Roofing Supplies and Related Products and Services through Cobb County Georgia/U.S. Communities Governmental Purchasing Alliance which Contract # 09-5408 was approved by the U.S. Communities Governmental Purchasing Alliance and which is exempt from competitive bidding pursuant to NRS 332.115 subsection 1 (m) and NRS 332.195 providing Carson City’s approved funding and purchasing procedures are followed. (File No. 1011-213) (*Kim Belt*)

Staff Summary: Carson City signed up to be a participating Public Agency in the U.S. Communities program and therefore is eligible to use all of the U.S. Communities program contracts. The Garland Company was the winning contractor with U.S. Communities to provide the roofing products Carson City would like to use for the repairs/restoration of the Community Center facility roof.

## 14. Public Works - Planning

- A) Action to introduce, on first reading, an ordinance to change the zoning of three parcels of approximately 6.6-acres, APNs 009-551-03, 009-551-08, and 009-551-31, located at 788 and 900 Fairview Drive and 900 Mallory Way from Limited Industrial (LI) to General Commercial (GC). (ZMA-11-013) (*Lee Plemel*)

Summary: This Zoning Map Amendment would allow the 6.66 acre site to be developed for the proposed Silver State Charter School campus. Schools are prohibited in the Limited Industrial zoning district.

- B) Action to introduce, on first reading, an ordinance to change the zoning of two parcels of approximately 3.81 acres, APNs 007-531-05 and 007-531-06, from Single Family One Acre (SF1A) to Retail Commercial (RC). (ZMA-11-015) (*Lee Plemel*)

Summary: The request is to allow a change of zoning to the same zoning as other parcels in the immediate area. These two parcels were not included in the change of zoning that occurred as a result of the construction of the hospital to the north due to their existing residential use.

- C) Action to recommend to the Department of Housing and Urban Development (HUD) approval of the Carson City 2011-12 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) Program and to forward the plan to HUD. (*Lee Plemel*)

Staff Summary: The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. At the February 17, 2011 Board of Supervisors meeting, the Board reviewed and approved the 2011-12 CDBG Public Services and Public Improvements funding recommendations. The U.S. Department of Housing and Urban Development (HUD) has not yet announced their award to Carson City for the FY11 annual cycle. The funding amounts listed in the Annual Action Plan are based on FY10 funding (\$474,456) and will likely change when FY11 funding is announced.

## 15. Finance

- A) Discussion and possible action regarding the Cost Allocation methodology for allocating and charging indirect costs to Carson City's Quality of Life Special Revenue Fund. (*Nick Providenti*)

Staff Summary: City staff is requesting clarification from the Board regarding indirect costs charged to Carson City's Quality of Life Special Revenue Fund. OMB Circular A-87 cost plans identify indirect costs in strict accordance with federal accounting standards, and are used as the basis for securing reimbursements from federal, state and local grant contract sources. Per OMB Circular A-87, certain costs are excluded from the allocation process including legislative costs, which include the costs of the Board of Supervisors and other "general government" expenses. Full cost (GAAP) allocation plans are used to claim reimbursement from enterprise funds, internal service funds and special revenue funds which require centralized support activities such as accounting, human resources and information technology and typically include legislative costs. A full cost allocation plan is a way to ensure that each department/division and function has its "true" full costs identified and to charge those departments/divisions for the internal services that are required to support the direct services provided. Staff has been charging the Quality of Life Special Revenue Fund based on the Full Cost (GAAP) allocation plan since 2002.

- B) Presentation and discussion with staff of the proposed 2011-12 Fiscal Year budget for Carson City which includes the general fund, enterprise funds and all other funds. *(Nick Providenti)*

Staff Summary: Staff has prepared a balanced budget in light of the severe financial hardships that are facing the city. The goal for this and future years is to balance expenditures to revenues by reducing programs, containment of staffing and implementing efficiencies where identified. Staff will present the assumptions made during the process and the outlook for the future.

**16. Recess as Board of Supervisors**

**Redevelopment Authority**

**17. Call to Order & Roll Call – Redevelopment Authority**

**18. Action on Approval of Minutes - February 17, 2011**

**19. Finance**

Presentation and discussion with staff of the proposed 2011-12 Fiscal Year budget for the Carson City Redevelopment Authority. *(Nick Providenti)*

Staff Summary: Staff will present the Redevelopment Authority budget along with the assumptions used to build the budget.

**20. Action to Adjourn as the Redevelopment Authority**

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

**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 Street

**Date: April 14, 2011**