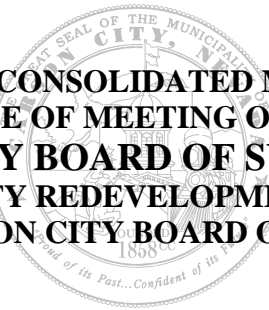


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY REDEVELOPMENT AUTHORITY
AND CARSON CITY BOARD OF HEALTH**



Day: Thursday
Date: June 16, 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** - Doug Stewart, St. Teresa’s Catholic Family
4. **Pledge of Allegiance**
5. **Action on Approval of Minutes** - May 16, 2011 & May 19, 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. **Consent Agenda**

.....
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.
.....

8-1. Public Works - Planning

- A) Action to approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and the Community Counseling Center for funding in the amount of \$13,788, to be paid to the Community Counseling Center from approved CDBG funding for the Evidence-Based Best Practices for Substance Abuse Treatment for Youth and Adults Program. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the Community Counseling Center's Evidence-Based Best Practices for Substance Abuse Treatment for Youth and Adults Program on April 14, 2011. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. This program will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- B) Action to approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and F.I.S.H. for funding in the amount of \$76,500, to be paid to F.I.S.H. from approved Housing and Urban Development (HUD) CDBG funding for the F.I.S.H. Facility Improvement Project. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the F.I.S.H. Facility Improvement Project on April 14, 2011. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. The improvements to the F.I.S.H. facility will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- C) Action to approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and Nevada Rural Counties RSVP Program, Inc. for funding in the amount of \$13,788, to be paid to Nevada Rural Counties RSVP Program, Inc. from approved Housing and Urban Development (HUD) CDBG funding for the RSVP Home Companions and Respite Care Program. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the RSVP Home Companions and Respite Care Program on April 14, 2011. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. The proposed RSVP Home Companions and Respite Care Program will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- D) Action to approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and the Ron Wood Family Resource Center for funding in the amount of \$31,755, to be paid to the Ron Wood Family Resource Center from approved CDBG funding for the Reach Up Program. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the Ron Wood Family Resource Center Reach Up Program on April 14, 2011. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. The Reach Up Program will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- E) Action to approve a request for a two-year extension for a Tentative Planned Unit Development known as Silver Oak, located in the northwest portion of Carson City, to remain valid and the filing timeframe for a Final Map to be extended to July 27, 2013, pursuant to the approved and recorded development agreement. (P-93/94-01) (*Jennifer Pruitt*)

Staff Summary: Pursuant to the current development agreement approved by the Board of Supervisors and recorded in 1994, a two year extension for the filing of a Final Map can be requested by the applicant. This request would extend the Final Map recordation to July 27, 2013 to allow time for the interest in new residential housing to return.

8-2. Fire

Action to authorize the mayor to sign the 2011 Annual Operating Plan between the Bureau of Land Management, Carson City District Office (Agreement number NV-FAA-0801101) and the Carson City Fire Department. (*Stacey Giomi*)

Staff Summary: This document is an update of the annual operating plan between the City and the BLM. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

8-3. Finance

Action to accept the report on the condition of each fund in the treasury through June 7, 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.

8-4. City Manager

- A) Action to appoint Marcus Thomason to the Airport Authority to fill the “manufacturer” position, as a member representing the general public, for a term that expires in October of 2013. (*Larry Werner*)

Staff Summary: There is one vacancy on the Airport Authority for a “manufacturer” position. This position has been vacant since 2009. No applications were received from manufacturers within a 3-mile radius of the airport. Per AB 103 (effective April 12, 2011), “if the Board of Supervisors is unable to fill a manufacturer position with a qualified manufacturer, this bill authorizes the Board of Supervisors to fill the position with a person who represents the general public.” Mr. Thomason is the only applicant for this position.

- B) Action to ratify the approval of bills and other requests for payments by the City Manager for the period of May 11, 2011 thru June 7, 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.

8-5. Assessor

Action to approve the correction/decrease of the taxes for the 2009/10 and 2010/11 tax years for parcel number 003-143-13 (located at 209 Albany Ave) per NRS 361.765 in the amount of \$90.84. (*Kimberly Adams*)

Staff Summary: Due to a clerical error, parcel number 003-143-13 (located at 209 Albany Ave) did not receive the 3% tax cap for the 2009/10. This in turn affected the 2010/11 tax year as well. The Assessor's office is asking that the taxes be adjusted to reflect the correct amount under AB489. The 09/10 taxes will be decreased by \$31.75. The 10/11 taxes will be decreased by \$59.09, for a total of \$90.84.

8-6. Public Works

- A) Action to approve the renaming of La Rue Ln to Pardini Dr. (*Andy Burnham*)

Staff Summary: La Rue Ln is a local residential street that connects Ash Canyon Rd to Manhattan Dr. There has been a request to rename this short residential street to Pardini Dr from La Rue Ln to honor a family name.

- B) Action to approve the renaming of a section of US Highway 50 between North Saliman Road and the Carson City Freeway from US Highway 50 to East William Street. (*Andy Burnham*)

Staff Summary: The section of road between North Saliman Road and the Freeway interchange is no longer designated as US Highway 50. The East William Street name needs to be extended to the Freeway interchange, and all of the addresses along that stretch of road will have to be changed.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

10. City Manager

Discussion and update on 2011 Legislative matters. (*Mary Walker*)

Staff Summary: Mary Walker, Government Affairs Consultant will update the Board on legislative issues. The Board may suggest specific issues be placed on a future agenda for action.

11. Purchasing and Contracts

- A) Action to determine that Contract No. 1112-042 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-042 Conflict Counsel Attorney Services a request for professional services to be provided by the consortium of Kay Ellen Armstrong, Robert B. Walker and Noel S. Waters for fiscal year 2011/2012 in the amount of \$341,984.88 and for fiscal year 2012/2013 in the amount of \$341,984.88 and for fiscal year 2013/2014 in the amount of \$341,984.88 from the General Fund. (*Max Cortes and Kim Belt*)

Staff Summary: Contract 0809-195 Conflict Counsel Attorney Services will expire June 30, 2011.

- B) Action to accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1011-201 with Contri Construction Company, titled “North/South Water Transmission Main Project – Phase II” to increase the contract in an amount not to exceed \$494,615.70 funded from the North South Transmission Main as provided for in FY2010/2011. *(Kim Belt)*

Staff Summary: On April 21, 2011, the Carson City Board of Supervisors approved the above listed contract in the amount of \$6,808,145.33 plus a contingency amount of \$681,000.00. This request to amend the contract in an amount not to exceed \$494,615.70 is for an increase cost to PVC materials caused by all of the major PVC Manufacturers declaring a Force Majeure.

12. Finance

- A) Action to enter into insurance agreements with Affiliated FM for property insurance at a total premium of \$ 267,192, Travelers Insurance Company for auto physical damage and excess liability coverage at a total premium of \$338,509, Great American for government crime insurance at a total premium of \$9,745, and with Illinois Union for Landfill Pollution Legal Liability insurance at a total premium of 11,921 for a grand total of \$627,367 for FY 11-12. *(Nick Providenti)*

Staff Summary: Staff is recommending that Carson City continue their insurance relationships with the above carriers for FY 11-12. The total premiums for FY 10-11 were \$639,892 so the total decrease in premium cost would be 1.96%.

- B) Action to renew an excess liability insurance policy with Midwest Casualty Insurance Company for a total premium of \$72,885 and renew Third Party Administrator services contract with Cannon Cochran Management Services, Inc. (CCMSI) for a total cost of \$33,750. *(Nick Providenti)*

Staff Summary: Staff is recommending that Carson City continue their insurance relationships with the above carrier and Third Party Administrator in providing Worker’s Compensation insurance and services for FY 11-12. The total premiums for FY 10-11 were \$77,043 so the total decrease in premium cost would be 5.39%, while the Third Party Administrator services contract has remained flat for FY 11-12.

- C) Action to approve a fourth addendum to the 2002 Lease Agreement between Carson City and the Carson City Municipal Golf Corporation. *(Nick Providenti)*

Staff Summary: Carson City and the Carson City Municipal Golf Corporation (CCMGC) are requesting a fourth addendum to the Lease originally executed on May 2, 2002. CCMGC is requesting that the payment amounts be revised allowing them to pay a total of \$30,000 in FY 2011, \$30,000 in FY 2012, \$60,000 in FY 2013 and resume paying the \$120,000 in FY 2014. The pay-off date would change from FY 2028 to FY 2030 with the final payment being \$78,866.95 per the revised payment schedule.

- D) Action to adopt a resolution to augment and amend the Carson City FY 2010-11 Budget in the amount of \$13,671,348. *(Nick Providenti)*

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years’ budget, board action, federal and local grants and unanticipated sources of revenue.

- E) Action to adopt a resolution for temporary interfund loans from the General Fund to the Water Fund, Ambulance Fund, Streets Maintenance Fund and Grant Fund for amounts not to exceed \$1,000,000, \$100,000, \$250,000, and \$500,000, respectively. *(Nick Providenti)*

Staff Summary: The Water Fund, Ambulance Fund, Streets Maintenance Fund and Grant Fund will incur temporary cash shortages at June 30, 2011. The interfund loans would enable the City to cover the temporary cash shortages in these funds.

13. Recess as Board of Supervisors

Redevelopment Authority

14. Call to Order & Roll Call – Redevelopment Authority

15. Action on Approval of Minutes - May 16, 2011 & May 19, 2011

16. Finance

Action to adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2010-11 Budget in the amount of \$1,957,767. *(Nick Providenti)*

Staff Summary: The augmentation and revision is to appropriate previously unbudgeted resources.

17. Office of Business Development

Action to make a recommendation to the Board of Supervisors regarding the expenditure of up to \$108,623 from the fiscal year 2011/12 Revolving Fund of the Redevelopment Agency to support various special events in Carson City as an expense incidental to the carrying out of the redevelopment plan. *(Lee Plemel)*

Staff Summary: On June 6, 2011, the Redevelopment Authority Citizens Committee (RACC) recommended approval of funding to expend up to \$108,623 from the fiscal year 2011/12 Revolving Fund of the Redevelopment Agency. The Redevelopment Agency has received more requests for funding (\$120,500 total) than there are Redevelopment funds available (approximately \$108,623) to support the requests, leaving a funding shortfall of approximately \$11,877. The requests include \$15,000 for RSVP summer events, \$5,000 for Taste of Downtown, \$29,500 for Farmers Market, \$21,500 for Nevada Day, \$3,000 for Mile High Jazz events, \$12,000 for Phantom of the Opera, \$2,500 for Peanutcacker Ballet, \$2,500 for Nutcracker Ballet, \$5,000 for Capital City Arts Initiative, \$15,000 for Convention and Visitors Bureau Ghost Walks, \$7,500 for Firkin & Fox downtown concert series, and \$2,000 for Cove Cafe concert series.

18. Action to Adjourn as the Redevelopment Authority

19. Reconvene as the Board of Supervisors

20. Office of Business Development

Action to adopt a resolution authorizing the expenditure up to \$108,623 from the fiscal year 2011/12 Revolving Fund of the Redevelopment Agency to support various special events in Carson City as an expense incidental to the carrying out of the redevelopment plan. *(Lee Plemel)*

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

On June 6, 2011, the Redevelopment Authority Citizens Committee (RACC) recommended approval of funding to expend up to \$108,623 from the fiscal year 2011/12 Revolving Fund of the Redevelopment Agency. The Redevelopment Agency has received more requests for funding (\$120,500 total) than there are Redevelopment funds available (approximately \$108,623) to support the requests, leaving a funding shortfall of approximately \$11,877. The requests include \$15,000 for RSVP summer events, \$5,000 for Taste of Downtown, \$29,500 for Farmers Market, \$21,500 for Nevada Day, \$3,000 for Mile High Jazz events, \$12,000 for Phantom of the Opera, \$2,500 for Peanutcracker Ballet, \$2,500 for Nutcracker Ballet, \$5,000 for Capital City Arts Initiative, \$15,000 for Convention and Visitors Bureau Ghost Walks, \$7,500 for Firkin & Fox downtown concert series, and \$2,000 for Cove Cafe concert series.

NRS 279.628 permits the expenditure of money from the redevelopment revolving fund for the purpose of any expenses necessary or incidental to the carrying out of the redevelopment plan adopted by the Carson City Board of Supervisors.

21. Human Resources

Discussion and possible action to approve the “ELT License and Services Agreement ” which will provide on-line training to employees on workplace harassment prevention and other employment law topics. (*Melanie Bruketta*)

Staff Summary: This action is to approve a contract between Carson City and ELT to provide on-line training to Carson City employees on workplace harassment prevention and other employment law topics from July 1, 2011 through June 30, 2015.

22. Public Works

- A) Action to adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County which provides for Carson City to maintain Traffic Signals and other lighting systems in Douglas County. (*Andy Burnham*)

Staff Summary: This agreement provides for Carson City personnel to provide to Douglas County services for the maintenance of Douglas County’s traffic signals and other lighting systems and sets forth the method of payment for the service.

- B) Discussion and direction to staff regarding modifying water and sewer connection fees including a possible fee increase. (*Andy Burnham*)

Staff Summary: In 2010 the Board reduced the connection fee charges for water and sewer by 90% to encourage economic development and requested staff return to the Board in June 2011 to discuss the status of the charges and whether to maintain the current fees, raise them back to previous levels, or some other alternative as determined by the Board.

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 2:00 P.M.

23. Recess as Board of Supervisors

Board of Health

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

25. Action on Approval of Minutes - March 17, 2011

26. Health

- A) Presentation on the Mass Antibiotic Dispensing exercise held in May. (*Stacey Belt*)

Staff Summary: This is an opportunity to inform the Board of Health of a recent public health preparedness exercise held at the Senior Citizens Center on May 12, 2011. Details will be given on the purpose of the exercise, the goals and objectives that were met and lessons learned.

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

Staff Summary: 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.

- C) Update on activities, including job fairs, that the Human Services Workforce Program has been conducting. (*Marena Works*)

Staff Summary: This is an opportunity to inform the Board of Health of activities regularly conducted by the Workforce Program. Details will be given regarding their goals and objectives including individuals that have been assisted in obtaining work.

- D) Review of the Carson City Animal Services (CCAS) Volunteer, rescue groups and foster care programs. (*Marena Works*)

Staff Summary: In January of 2011, the CCAS volunteer, rescue and foster care programs were suspended due to a need to develop policies and a training program for volunteers, rescue groups and foster care homes. A volunteer manual has been developed with a corresponding training program and CCAS is ready to accept applications for individuals to volunteer at the shelter. In addition, new foster care and rescue group guidelines were also developed.

27. Action to Adjourn as the Board of Health

28. Reconvene as the Board of Supervisors

29. Public Works - Planning

- A) Action to adopt Bill No. 105, on second reading, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualification of Membership, to expand the Historic Resources Commission (HRC) qualifications to allow for flexibility in filling the vacant HRC membership positions, and other matters properly related thereto. (ZCA-11-019) (*Lee Plemel*)

Staff Summary: The Historic Resources Commission is comprised of seven members, but the seventh seat has not been filled for the last two years. This proposal is to change the membership requirement

to state that at least one member but not more than two serve from each of the five currently established qualifications for membership categories.

- B) Action to approve an Abandonment of Public Right-of-Way application from CSA Engineers (property owner: State of Nevada) to abandon the right-of-way on property located at Anderson Street between East Second and East Third Streets on property zoned Public (P), APN’s 004-083-09 and -01, and authorize the mayor to sign the Order of Abandonment. (AB-11-026) (Jennifer Pruitt)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, this request is to abandon the right-of-way adjacent to these parcels to accommodate future planned improvements to the adjacent State of Nevada property. The subject area of abandonment has not been improved as a street.

- C) Action to introduce, on first reading, an ordinance to change the zoning of APN 002-101-81, located south of Northridge Drive and east of Roop Street, from Single Family 6000 (SF6) to Public Community (PC). (ZMA-11-030) (Lee Plemel)

Staff Summary: As a result of the proposed Zoning Map Amendment the subject parcel will have a zoning designation that is consistent with the existing Master Plan. This zoning designation is consistent with other property in the vicinity owned by Carson City and managed by the Parks and Recreation Department. This Zoning Map Amendment would allow a 625 square foot portion of the 18 acre site to be developed for the proposed cellular communication facility for AT&T. The Planning Commission approved a Special Use Permit for the proposed cellular communication facility on May 25, 2011, subject to approval of the Zoning Map Amendment.

30. 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

EVENING SESSION – 5:30 P.M.

31. City Manager

Discussion and possible action to appoint one member to the Library Board of Trustees for a four year term that will expire in June of 2015. (Larry Werner)

Staff Summary: Carson City Resolution 2000-R-42 and NRS 379.020 provide for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy due to term limits. There are two applicants for this position. The position will expire in June of 2015.

32. Action to Adjourn



Copies of information related to the above items can be viewed at the reference desk at the Carson City Public Library.

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.

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.

This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.

This agenda and backup information are available on the City's website at www.carson.org

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: June 9, 2011