



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

**Day:** Thursday  
**Date:** July 7, 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 - Al Tilstra, Seventh Day Adventist Church**
- 4. Pledge of Allegiance**
- 5. 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.

- 6. For Possible Action: Approval of Minutes - June 2, 2011**
- 7. For Possible Action: Adoption of Agenda**

**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. Justice/Municipal Court**

For Possible Action: To approve and authorize the mayor to sign the renewal of the “Collection Agency Services” Contract No. 0809-208 with Alliance One Receivables Management for the collection of outstanding court fines and fees retroactively from July 1, 2010 to June 20, 2013. (*Max Cortes*)

Staff Summary: The Board of Supervisors approved contract 0809-208 “Collection Agency Services” effective October 1, 2009. However, cases sent to the collection agency were minimal due to needed procedures and programming of the State sponsored case management system. With the reduction of staffing levels and competing projects, this project was significantly delayed. Policy and procedures have since been created and successfully implemented. The case management system has been programmed. Since May of 2011, delinquent fines and fees in the Justice/Municipal Court are being sent to the collection agency on a daily basis.

## **8-2. Public Works**

For Possible Action: To approve an agreement for the City to convey to Southwest Gas Corporation (SWG) a 10 foot wide easement across portions of Governors Field (APN 004-016-03 and 04), for the purpose of installation and maintenance of a natural gas pipeline and associated improvements. (*Jeff Sharp*)

Staff Summary: There has been an existing gas pipe feeding the Governors Field facilities for quite some time. Recently a branch pipe was installed to provide gas service to the new Little League indoor batting facility. That additional connection resulted in reclassification of the existing gas feeder pipe to a gas main instead of a gas service as defined by the Code of Federal Regulations. Consequently, in order to keep the existing service in place, SWG requires an easement for the existing gas main.

## **8-3. Purchasing and Contracts**

- A) For Possible Action: To approve Contract No. 1011-178 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with BDA Architecture, P.C., to provide Professional Design Services for the Carson City Animal Control Facility through June 30, 2012 for a not to exceed amount of \$85,000.00 to be funded from the Capital Projects – Animal Control Facility Account as provided for in FY 2011/2012. (*Kim Belt*)

Staff Summary: This contract is to provide Professional Services for the Design of the Animal Control Facility. The first phase of this project is Step 1 Preliminary Facility Design Services, which includes: facility needs assessment, site selection, program analysis, conceptual design, project estimated schedule and project construction cost estimate.

- B) For Possible 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 \$60,913.68 for Contract No. 1011-092 titled Fulstone Wetlands Enhancement – South Access, Northridge Drive to Cruz Construction Company, Inc. (*Kim Belt*)

Staff Summary: The Project consisted of clearing and grubbing, demolition, earthwork, keystone walls, buck and rail fence, decomposed granite paths, chain link fence modifications, concrete flatwork, landscape and irrigation improvements, site furnishings and revegetation treatments to Fulstone Wetlands and Northridge Drive right-of-way areas.

- C) For Possible 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 \$99,459.68 for Contract No. 0910-125 titled

North-South Water Transmission Main Project-Phase I to El Camino Construction Company dba Peek Construction. *(Kim Belt)*

Staff Summary: The Project consisted of installing approximately 10,000-feet of new 24” PVC water line in the area of Butti Way, Fairview Drive, and Hells Bells Road in Carson City, Nevada. Project includes, but is not limited to, all trench excavation, new pipe and related appurtenances, trench backfill, pipe boring, asphalt and concrete replacement and all other common phases of construction customarily associated with this type of project.

- D) For Possible Action: To determine that Contract No. 1112-032 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-032, a request for professional services to be provided by Research & Consulting Services, Inc. through June 30, 2014, for a not to exceed cost of \$111,000.00 disbursed at \$37,000.00 per year to be funded from the Western Nevada HOME Consortium Fund as provided in FY 2011/2012, FY 2012/2013 and FY 2013/2014. *(Kim Belt)*

Staff Summary: Consultant will provide general management, coordination, and monitoring of the HOME program in compliance with HUD program requirements and conditions. The Western Nevada HOME Consortium is comprised of eight counties and four cities in Northern Nevada.

- E) For Possible Action: To determine that Purchase Order No. 2012-002 is for items which may only be purchased from a sole source and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Purchase Order No. 2012-002 a request for the purchase of ALTOSID® mosquito larvicide products from Clarke Mosquito Control for a not to exceed cost of \$60,000.00 to be funded from the Mosquito CWSD and Mosquito Waste Water Funds as provided in FY 2011/2012. *(Kim Belt)*

Staff Summary: Carson City Health and Human Services (CCHHS) mosquito control program currently operates April through September, encompassing many sites throughout the Eagle Valley, including the Carson River from south of the prison to Deer Run Bridge. Mosquito control is an important and basic public health function. CCHHS believes to reduce the impact on the ecosystem it is prudent to target at the larval stage, rather than at the adult stage of the mosquito. CCHHS uses a narrow spectrum larvicide applied at appropriate times based on field surveillance. Central Life Sciences is the sole manufacturer of ALTOSID® mosquito larvicide and products and markets directly to all U.S. end users via Agency Agreement. The agreement allows Central Life Sciences to sell direct to end-user public agencies through five authorized agent companies. Competitively bidding this purchase would yield the same pricing results.

#### **8-4. Finance**

- A) For Possible Action: To adopt a resolution creating the Home Consortium Fund, a special revenue fund. *(Nick Providenti)*

Staff Summary: The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund and the method for controlling the expenses and revenues of the fund.

- B) For Possible Action: To accept the report on the condition of each fund in the treasury through June 28, 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.

- C) For Possible Action: To adopt a resolution to levy the Carson City Fiscal Year 2011-12 Ad Valorem Tax Rate subject to certification by the Nevada Tax Commission. (*Nick Providenti*)

Staff Summary: By law, the Board of Supervisors sets the Carson City Tax Rate once per year after the Nevada Tax Commission certifies the tax rates. This resolution sets the tax rate as approved in the Board of Supervisors and Redevelopment Authority budget hearings as well as setting the local rate for other governing bodies.

#### **8-5. Parks and Recreation**

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign Interlocal Contract #2011-2 addressing funding from Carson Water Subconservancy District to Carson City for a Carson River Vehicle and Trash Removal Project. (*Vern Krahn*)

Staff Summary: The Parks and Recreation Department has applied for and received a \$5,000 grant from the Carson Water Subconservancy District to remove abandoned vehicles, trash, and flood debris along the Carson River.

#### **8-6. Health and Human Services**

For Possible Action: To accept a grant award in the amount of \$32,000 from the Carson Water Subconservancy District for mosquito control along the Carson River within Carson City limits. (*Marena Works*)

Staff Summary: This grant is supplemental funding to be used to perform activities for mosquito control along the Carson River. During the mosquito season our focus is on the Carson River corridor, including the oxbows that form and the small pooling water that occurs in and around the banks of the river.

*(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. For Possible Action: Approval of Minutes - June 2, 2011**

#### **12. Public Works - Business License**

For Possible Action: To approve Rory Bedore as the liquor manager for the Carson Station Hotel/Casino (Liquor License #12-27609) located at 900 S. Carson St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Rory Bedore is applying to be listed as the liquor manager on the liquor license. Staff is recommending approval.

**13. For Possible 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. City Manager**

A) For Possible Action : To Approve the Carson City Performance Scorecard. (*Linda Ritter*)

Staff Summary: At the first regular meeting in June, the Board of Supervisors approved revised strategy maps that reflect the revised Carson City Strategic Plan. One important part of the plan is the performance measurements that are linked to the various objectives. These performance measures serve as indicators of our progress in meeting our objectives, or they serve as indicators of factors that may affect our progress. Targets for most measures have been developed. Each month, current measure data is compared to targets in order to determine where attention should be focused. This is the basis for the Carson City Scorecard.

B) For Possible Action: To adopt a resolution authorizing expenditures of funds to non-profit organizations for FY 2011-12. (*Larry Werner*)

Staff Summary: NRS 244.1505 requires any grants the board of county commissioners make to private, non-profit organizations must be done so by resolution.

**17. Treasurer**

For Possible Action: Presentation of updated city investment policy and action to accept the policy as presented. (*Al Kramer*)

Staff Summary: According to the Carson City Charter, Sec. 3.045(2)(d), the Treasurer shall establish and maintain a policy for the investment of the surplus money of Carson City. The Board of Supervisors shall review the policy at least once a year at a public hearing at which public comment is accepted.

**18. Parks and Recreation**

For Possible Action: To approve a conceptual site and building design concept for the Multi-purpose Athletic Complex at the Boys and Girls Club and to direct staff to proceed with hiring Valentin Crane Architects as the project designer. (*Roger Moellendorf*)

Staff Summary: Staff is asking for approval of a new conceptual plan for the Multi-purpose Athletic Complex based on the new strategy that the Board of Supervisors approved on February 17, 2011. This new plan improves site access, programmability, and supervision of the facility. In addition staff is seeking direction from the Board to proceed with hiring Valentin Crane Architects as the project designer.

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

For Possible Action: To adopt Bill No. 106, on second 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.

**20. Recess as Board of Supervisors**

**Redevelopment Authority**

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

**22. Office of Business Development**

- A) For Possible Action : To approve and recommend approval to the Board of Supervisors of the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and Carson Quail Park Maintenance Association, for sales tax reimbursement to the property owner for new retail tenants established in existing, vacant retail space by July 1, 2012. *(Lee Plemel)*

Staff Summary: Carson Quail Park Maintenance Association is the owner of APN 009-052-17 located within Redevelopment Project Area No. 2. Carson Quail Park is located within the 2300 and 2310 block of South Carson Street and is comprised of 62,000 square feet of mixed commercial/retail. The submittal outlines Carson Quail as the Project and Carson Quail Park Maintenance Association as the participant. This submittal is only one of four being filed within the Carson Quail Center due to separate ownership. Vacant space totals more than 15,000 square feet between the four owners participating in the proposed agreements.

- B) For Possible Action: To approve and recommend approval to the Board of Supervisors of the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and First Independent Bank of Nevada, a division of Western Alliance Bank, for sales tax reimbursement to the property owner for new retail tenants established in existing, vacant retail space by July 1, 2012. *(Lee Plemel)*

Staff Summary: First Independent Bank of Nevada is the owner of APN 009-052-12 located within Redevelopment Project Area No. 2. Carson Quail Park is located within the 2300 and 2310 block of South Carson Street and is comprised of 62,000 square feet of mixed commercial/retail. The submittal outlines Carson Quail as the Project and First Independent Bank of Nevada as the participant. This submittal is only one of four being filed within the Carson Quail Center due to separate ownership. Vacant space totals more than 15,000 square feet between the four owners participating in the proposed agreements.

- C) For Possible Action: To approve and recommend approval to the Board of Supervisors of the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and

Sunrise, LLC for sales tax reimbursement to the property owner for new retail tenants established in existing, vacant retail space by July 1, 2012. (*Lee Plemel*)

Staff Summary: Carson Quail Park Maintenance Association is the owner of APN 009-052-20 located within Redevelopment Project Area No. 2. Carson Quail Park is located within the 2300 and 2310 block of South Carson Street and is comprised of 62,000 square feet of mixed commercial/retail. The submittal outlines Carson Quail as the Project and Sunrise, LLC as the participant. This submittal is only one of four being filed within the Carson Quail Center due to separate ownership. Vacant space totals more than 15,000 square feet between the four owners participating in the proposed agreements.

- D) For Possible Action: To approve and recommend approval to the Board of Supervisors of the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and Tamlin Investments, LLC for sales tax reimbursement to the property owner for new retail tenants established in existing, vacant retail space by July 1, 2012. (*Lee Plemel*)

Staff Summary: Carson Quail Park Maintenance Association is the owner of APN 009-052-22 located within Redevelopment Project Area No. 2. Carson Quail Park is located within the 2300 and 2310 block of South Carson Street and is comprised of 62,000 square feet of mixed commercial/retail. The submittal outlines Carson Quail as the Project and Tamlin Investments, LLC as the participant. This submittal is only one of four being filed within the Carson Quail Center due to separate ownership. Vacant space totals more than 15,000 square feet between the four owners participating in the proposed agreements.

**23. For Possible Action: To Adjourn as the Redevelopment Authority**

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

**25. Office of Business Development**

- A) For Possible Action: To approve and authorize the Mayor to sign the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and Carson Quail Park Maintenance Association, for sales tax reimbursement to the property owner for new retail tenants established in existing, vacant retail space by July 1, 2012. (*Lee Plemel*)

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Vacant space totals more than 15,000 square feet between the four owners participating in the proposed agreements.

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– LUNCH BREAK –

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

## 26. City Manager

For Possible Action: Discussion and direction to staff on the impacts of the 2011 Governor's Budget and Legislation that transfers services previously provided by the State and the assessments against the City for certain services currently provided by the State. *(Larry Werner)*

Staff Summary: Staff has received formal notice from several of the State of Nevada departments regarding services that are being terminated by the State and the amount of assessment that will be charged to the City for services that will continue to be provided by the State. The specific impacts are detailed but the estimated financial impact to the City is estimated at \$1.134 million for FY 2012 and \$1.242 for FY2013. Staff will be asking for direction on how to respond to the notices. The City does not have the ability to pay the assessments and assume services without reducing expenses and/or increasing revenues for the adopted budget. Staff will also be asking for direction regarding NRS 353.

## 27. Board of Supervisors

Non-Action Items:

Status review of projects

– Public Works Waterline Project

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

**28. Public Comment** - The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**29. For Possible Action: To Adjourn**

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*Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.*  
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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: June 30, 2011**