

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



Day: Thursday
Date: August 18, 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** - Micheal Hurlbert, First Christian 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** - May 27, 2011 & July 21, 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. Assessor

For Possible Action: To approve the removal of the taxes from the 2011/12 real property tax roll from Assessors parcel number 008-185-03 (3033 Thurman Cir) per NRS 361.091 in the amount of \$163.14. (*Kimberly Adams*)

Staff Summary: The Assessor's Office is requesting the Board of Supervisors to remove the taxes from the 2011/12 real property tax roll from Assessors parcel number 008-185-03 (3033 Thurman Cir) in the amount of \$163.14 per NRS 361.091. Initially, the exemption was based on the Department of Veterans Affairs 100% un-employability rating. But due to an opinion from the Carson City District Attorney's office, the ratings must be based on the overall service-connected disability rating and not un-employability. The veterans were notified and requested to provide a letter from the Department of Veterans Affairs stating that they were in fact, rated at 100% for their service-connected disability. Because these letters take time to receive, we were unable to update our records before the 2011/12 tax roll closed. The Assessor's office is requesting that the remaining taxes be removed from the 2011/12 real property tax roll in the amount of \$163.14.

8-2. Parks and Recreation - Open Space

For Possible Action: To authorize the Parks and Recreation Director and Open Space Manager to execute a grant obtained from the Southern Nevada Public Land Management Act - Parks, Trails, and Natural Areas, to assist with the fee title acquisition of the Bently property located at the Carson River Canyon, APN's 10-011-24 and 10-011-25. (*Juan Guzman*)

Staff Summary: This action will result in Carson City accepting a grant from the Southern Nevada Public Land Management Act - Parks, Trails, and Natural Areas (SNPLMA-PTNA) for \$656,200. The monies are to be used to assist with the fee title acquisition of the Bently property approximating 470 acres and located within the Carson River Canyon. The V&T Railroad Reconstruction Commission anticipates the simultaneous purchase, with their own funding, of the rights-of-way necessary for the railroad track extension across the property.

8-3. Purchasing and Contracts

- A) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Nineteen (19) 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 1112-089) (*Kim Belt*)

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

- B) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Sixty Four (64) 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 1112-090) (*Kim Belt*)

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

8-4. Public Works

For Possible Action: To approve an agreement between the City and co-owners D&SLV, LLC, a Nevada Limited Liability Company, and L/C Holdings, LLC, a Nevada Limited Liability Company, for a property exchange whereby the City receives certain fee title property and easements in exchange for equal value fee title property, for the benefit of the Carson City East/West Water Transmission Main project. (*Jeff Sharp*)

Staff Summary: The City has a need to build an East/West water transmission main. The most cost-effective route for the pipeline was determined to cross private property between Butti Way and East Robinson Street. The proposed equal value property exchange will result in the necessary property rights for the City to construct, operate and maintain the desired water improvements.

8-5. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through August 9, 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.

8-6. City Manager

- A) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of July 13, 2011 thru August 9, 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) For Possible Action: To appoint Donald Smit to the Historic Resources Commission to fill the Building Construction Professional position for a two year term ending July 2013. (*Larry Werner*)

Staff Summary: CCMC Chapter 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resource Commission. The categories for representatives are as follows: At least two (2) members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions. There is one Building Construction Professional position open due to a member's resignation. There is one applicant for this position.

8-7. Treasurer

For Possible Action: To correct Treasurer's \$151.95 overcharge on 2011-2012 real property tax roll regarding APN 008-861-29. (*Al Kramer*)

Staff Summary: Sherry Soulam, owner of parcel 008-861-29, appealed to the Board of Equalization and was granted relief for prior years based on the owner occupied 3% maximum yearly tax increase. While the 2010-2011 and prior tax years were corrected, the Treasurer's office erred in not setting the prior year taxes to the adjusted amount. Thus the tax amount for 2011-2012 tax year was calculated in error.

(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. Purchasing and Contracts

For Possible Action: To determine that V & C Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1112-046 Carson City Waterfall Fire Watershed Improvements – Phase 3 to V & C Construction, Inc. for a bid amount of \$345,300.00 plus a contingency amount not to exceed \$17,265.00 to be funded from the NRCS 68-9327-10-13 Grant Fund Account as provided in FY 2011/2012. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson City Waterfall Fire Watershed Improvements - Phase 3. This project consists of constructing the remainder of the Kings Canyon Creek sedimentation basin, constructing the Premier Canyon sedimentation basin, raising and realigning a portion of the Carson City Water Treatment Plant (CCWTP) road, minor rock treatments, temporary erosion control, revegetation and all related work associated with this project.

11. Public Works - Planning and Zoning

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Tri State Surveying (property owner: Robert Morris and Kay Ellen Armstrong, and Nancy and Kurt Grange) to abandon the right-of-way on property located adjacent to 1712 Karin Drive to the west, 1946 Hamilton Avenue to the north and an unaddressed parcel to the east, APNs 002-371-01, 002-523-09 and 002-374-01, and authorize the mayor to sign the Order of Abandonment. (AB-11-043) (*Lee Plemel*)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, this application requests abandonment of a total of approximately 6,783 square feet adjacent to properties located at 1712 Karin Drive to the west, 1946 Hamilton Avenue to the north and an unaddressed parcel to the east.

12. Parks and Recreation

For Possible Action: To approve an updated site development plan for Carson River Park. (*Vern Krahn*)

Staff Summary: City staff is requesting the Board of Supervisors to approve an updated site development plan for Carson River Park. The proposed plan features native/naturalized landscaping and additional

park amenities, including a picnic shelter. These improvements are a part of the City's on-going efforts to upgrade the park and improve the facility as a river access site for the Carson River Aquatic Trail.

13. Finance

For Possible Action: To adopt a resolution of intent, proposing the issuance of, and authorizing the publication of notices relating to general obligation (limited tax) bonds (additionally secured by pledged revenues) for the purpose of financing water projects and sewer projects for the City; providing the manner, form and contents of the notices; authorizing the City Manager or City Finance Director to arrange for the sale of the bonds; providing other matters properly related thereto; and providing the effective date hereof. (*Andy Burnham*)

Staff Summary: Pursuant to 7.020 of the Charter, the City is authorized to borrow money for any corporate purpose and to evidence such borrowing by the issuance of bonds or other securities pursuant to the Local Government Securities Law. The Board proposes to acquire, construct, improve and equip water projects as defined in NRS 244A.056 (the "Water Project") and to acquire, construct, improve and equip sewerage projects as defined in NRS 244A.0505 (the "Sewer Project").

14. Public Works

For Possible Action: To introduce on first reading, an ordinance amending Carson City Municipal Code Title 12 Water, Sewerage, and Drainage by revising Chapter 12.09 Flood Damage Prevention, by adding additional definitions and clarifying and modifying previous definitions of Section 12.09.020 Definitions, by amending Section 12.09.040 Declaration of Purpose, by correcting misused words and adding the additional purpose of maintaining qualifying standards for participation in the National Flood Insurance Program, and by clarifying the language of Section 12.09.050 Methods of Reducing Flood Losses, by amending Section 12.09.060 General Provisions, by adding three subsections: Declaration of Public Nuisance, Unlawful Acts, and Severability, by amending Section 12.09.070 Administration by changing the requirement of development approval to requiring a development permit before construction or development begins within any area of special flood hazard and by adding additional information which shall be on the application for a development permit and by adding the requirement of submission of new technical data to FEMA, by modifying the requirements of Section 12.09.080 by adding a freeboard requirement of two feet for lowest floor and new standards for recreational vehicles, standards for critical structures, and protection of floodplain storage capacity by amending Section 12.09.090 Variance Procedures, by clarifying the nature of variances, and by changing the name of Section 12.09.100 To Map Revision/Amendment Procedures, which clarifies and adds subsections consistent with FEMA procedures, and other matters properly related thereto. (*Robert Fellows*)

Staff Summary: This ordinance is to update the City's floodplain regulations to be consistent with FEMA guidelines and includes increasing floodplain standards.

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

16. 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.

17. 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.
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*This agenda and backup information are available on the City's website at
www.carson.org/agendas*
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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: August 11, 2011