



**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD
AND JOINT MEETING WITH THE CARSON CITY CONVENTION AND VISITORS BUREAU**

Day: Thursday
Date: October 6, 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 - Ron Torkelson, 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 a public comment 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 - August 18, 2011 & September 1, 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. Sheriff

For Possible Action: To approve the acceptance of the Office of Traffic Safety Joining Forces grant 22-JF-1.02 in the amount of \$26,800. (*Sheriff Furlong*)

Staff Summary: The Office of Traffic Safety Joining Forces grants have been shared by Nevada law enforcement agencies for many years. This grant provides funding for participation in statewide, multi-jurisdictional traffic enforcement events that are focused on reducing fatalities and serious injury crashes, enhanced enforcement of safety belt and child safety seat laws, speed enforcement laws, pedestrian safety and the reduction of impaired driving through Selective Traffic Enforcement programs, Saturation Patrols and checkpoints. The project period for this award is 10/01/2011-9/30/2012.

8-2. Purchasing and Contracts

- A) For Possible Action: To accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment which includes Change Order No. 3 and project retention in the amount of \$50,779.62 for Contract No. 0910-181 titled Carson City Production Well 50 and Water Line Construction to Campbell Construction Company, Inc. (*Kim Belt*)

Staff Summary: Project consisted of installation of all the required mechanical components to extract water from a new municipal well located in Carson City. This project also included the installation of approximately 140 feet of new 24" PVC water line, 1800 feet of new 12" PVC water line, all earth work, plumbing, concrete, asphalt, electrical conduits and concrete pads for the complete installation of a new, underground, prefabricated pump control equipment vault, above ground prefabricated chlorination system, submersible pump and above ground prefabricated electrical control cabinet.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1 011-148 with Resource Concepts, Inc. titled "Design Services for Phase III Waterfall Fire Improvements Project" to expand the scope of work and increase the contract amount for a not to exceed amount of \$69,887.92 to be funded from the Grant Fund Account as provided in FY 2010/2011. (*Kim Belt*)

Staff Summary: On November 4, 2010, the Carson City Board of Supervisors approved the above listed contract in the amount of \$56,000.00 to provide Design Services for Phase III Waterfall Fire Improvements Project. This request is to amend the contract in an amount not to exceed \$69,887.92 in order to prepare Change Order No. 1 to the Waterfall Fire Watershed Improvements Project Phase III construction contract.

- C) For Possible Action: To approve Contract No. 1112-104, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its sale by public auction desirable and in the best interest of Carson City. (*Kim Belt*)

Staff Summary: Staff has requested the vehicles and/or equipment to be declared surplus and authorize their disposal by public auction to be conducted by TNT Auctions on October 15, 2011.

- D) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the One Hundred Ninety One (191) 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 1112-103) (*Kim Belt*)

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

- E) For Possible Action: To approve the “Payment Plan Agreement” with CISCO Capital Key Government Finance, Inc. which will provide SMARTnet Coverage (CISCO Maintenance contract) for Carson City’s Telephonic/Data Networks for a period of Five (5) years to be funded from Carson City IS Property Services/Maintenance Service Contracts Fund Account as provided in FY 2011/2012, FY 2012/2013, FY 2013/2014, FY 2014/2015 and FY 2015/2016. (File No. 1112-109) (*Kim Belt*)

Staff Summary: Carson City purchased the CISCO Telephonic/Data Network system previously and would like to enter into a Maintenance Contract with CISCO to provide onsite hardware maintenance, software support and minor/major release upgrades for a Five (5) Year Term at \$27,317.74 per year in order to maintain the current system at maximum levels.

8-3. Public Works

For Possible Action: To accept an Easement along Northridge Drive for the purposes of public utilities, landscaping and pedestrian improvements on Assessor’s parcel number 002-104-01. (*Robert Fellows*)

Staff Summary: The easement is necessary to complete sidewalk along Northridge Drive to North Roop Street and fulfills a requirement of the subdivision.

8-4. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through September 27, 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.

(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 - September 1, 2011

12. Public Works - Business License

For Possible Action: To approve David A. Turner as the liquor manager for the Carson Nugget (Liquor License #12-27165) located at 507 N. Carson St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. David A. Turner 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. District and Justice/Municipal Courts

For Possible Action: To approve a Judicial Clerk I position in the Justice/Municipal Court in the amount of \$45,982, which includes benefits. (*Max Cortes*)

Staff Summary: In 2006, the District and Justice/Municipal Court Judges agreed to consolidate administrative functions and maximize court staff and resources. Court budgets were merged and currently, four unclassified full time staff: One Court Administrator, one Budget Analyst, one Information Technology Analyst and one Judicial Assistant work in the District and Justice/Municipal Courts. Three of the four full time unclassified staff also assist Juvenile Court. Additionally, one Court Interpreter is shared between District and Justice/Municipal Courts. The consolidation of administrative functions and merging of budgets is cutting edge and is in distinct contrast to the majority of courts throughout the State of Nevada. The vast majority of Nevada Courts do not share budgets and/or court staff.

17. Finance

Public hearing on the intent of Carson City, Nevada to issue general obligation (limited tax) bonds (additionally secured by pledged revenues) for the purpose of financing water projects and sewer projects for the City. (*Nick Providenti*)

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost to acquire, construct, improve and equip water projects as defined in NRS 244A.056 (the “Water Project”) and cost to acquire, construct, improve and equip sewerage projects as defined in NRS 244A.0505 (the “Sewer Project”).

18. Public Works - Planning and Zoning

A) For Possible Action: To adopt Bill No. 117, on second reading, an ordinance amending Carson City Municipal Code Title 17, Division of Land, Subdivision of Land, Chapter 17.06, Final Maps, Section 17.06.015, Time Limit For Recording, and Chapter 17.09, Planned Unit Development, Section 17.09.055, Time Limits for Filing Application for Final Approval, to modify the time limits for recording a final map in accordance with NRS. (ZCA-11-049) (*Lee Plemel*)

Staff Summary: The State Legislature amended NRS in 2009 to extend tentative subdivision map approvals from two to four years, with two year extensions rather than one year extensions. These provisions were to expire in 2013, but the Legislature adopted a bill in 2011 (AB 454) that eliminated the sunset of the extended time periods and made them permanent. The ordinance would implement the Legislative changes.

- B) For Possible Action: To adopt Bill No. 118, on second reading, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, Division 7, Hillside Development, Section 7.6.7, Fire Protection, to delete references to the pamphlet entitled “*Wildfire Protection for Homeowners and Developers*” and replace it with guidelines in compliance with the Fire Department. (ZCA-11-050) (*Lee Plemel*)

Staff Summary: The code presently references a pamphlet for development in hillside areas. This pamphlet is no longer available. The guidelines used by the Fire Department would be referenced instead.

19. Public Works

For Possible Action: To introduce, on first reading, an ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.12, Solid Waste Management, Section 12.12.047, Landfill Rates and Fees, by lowering the fee for out-of-county Class III, effective October 21, 2011, and other matters properly related thereto. (*Andy Burnham*)

Staff Summary: Staff recommends that the Board of Supervisors consider a decrease in the tonnage rate for out-of-county Class III (inert) waste. The fee for this category had an unanticipated effect on the customers that haul this type of material from out-of-county. A decrease to the proposed \$36.50 per ton versus the existing \$58.00 per ton will regain this customer base. Correspondingly, the minimum fee for this category is proposed to be lowered to \$20.00 from the existing \$30.00.

20. 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

APPROXIMATE TIME – 4:00 P.M.

JOINT MEETING WITH THE CARSON CITY CONVENTION AND VISITORS BUREAU

21. **Call to Order and Roll Call of the Carson City Convention and Visitors Bureau**
22. **Public Comments and Discussion:** The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Board of Supervisors or the Carson City Convention and Visitors Bureau. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

23. City Manager

A) Presentation of the Carson City Convention and Visitors Bureau Strategic Plan. *(Larry Werner)*

Staff Summary: CCCVB Staff and Consultants will present their Strategic Plan.

B) For Possible Action: Discussion and possible direction on the future of the V & T Railroad regarding operational issues and community positioning. *(Larry Werner)*

Staff Summary: Discuss and possibly provide direction on the future of the V & T Railroad.

C) For Possible Action: Discussion and possible direction on funding for future special community events. *(Larry Werner)*

Staff Summary: Discuss and possibly provide direction on funding future special community events.

24. 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.

25. For Possible Action: To Adjourn the Carson City Convention and Visitors Bureau

26. For Possible Action: To Adjourn the Board of Supervisors

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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: September 29, 2011