



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

**Day:** Thursday  
**Date:** January 5, 2012  
**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. 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 - December 1, 2011**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of the Redevelopment Authority Citizens Committee 2011 Miracle Worker Awards to the City Center Hotel for property renovation, and to Dr. Thomas Gibbons for new construction, for commendable contributions to improving the Carson City Redevelopment District. *(Lee Plemel)*

- 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. Fire**

For Possible Action: To enter into a cooperative fire protection agreement between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest Carson Ranger District (Agreement Number 12-FI-11041701-019) and the Carson City Fire Department, for the provision of mutual aid for wildland fires. *(Stacey Giomi)*

Staff Summary: This agreement is an update of the mutual aid agreement between the City and the Forest Service. The agreement provides for mutual assistance between the agencies for responses to wildland fires as designated in the agreement. The agreement adopts an Annual Operating Plan (AOP) by reference.

**9-2. Finance**

- A) For Possible Action: To accept the report on the condition of each fund in the treasury through December 23, 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.

- B) For Possible Action: To approve changes in the budgeted positions in the Finance Department FY 2012 Budget to include adding a Management Assistant III position and deleting the Office Supervisor position and the Management Assistant I position. *(Nick Providenti)*

Staff Summary: Due to the transfer of a finance department employee to another city department, we are proposing to add to the duties of the current Management Assistant I and reclassify her position to a Management Assistant II and eliminate the Office Supervisor position.

- C) For Possible Action: To allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2010-2011. *(Nick Providenti)*

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Sewer Fund net book value of \$5,063.00 out of \$116,219,481.00 of total assets, and the Water Fund net book value of \$0.00 out of \$116,010,855.00 of total assets.

- D) For Possible Action: To allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2010-2011. *(Nick Providenti)*

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co., request that they be allowed to delete from the General Fixed Asset Account Group \$577,120.32 out of \$370,283,714.00 of total assets.

- E) For Possible Action: To adopt the Carson City Plan of Corrective Action for FY 10-11 apparent statutory violation included in the annual audit. (*Nick Providenti*)

Staff Summary: Within 60 days after the delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

### **9-3. 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 in the amount of \$12,836.76 for Contract No. 1112-046 titled Carson City Waterfall Watershed Improvements – Phase 3 to V & C Construction Company, Inc. (*Kim Belt*)

Staff Summary: Project consisted of constructing the remainder of the Kings Canyon Creek sedimentation basin, constructing the Premier Canyon sedimentation channel, 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.

- B) For Possible Action: To ratify purchases of demonstration equipment by Carson City Public Works Staff as approved by the Board at their regular meeting of September 17, 2011 and purchased pursuant to NRS 332.146. (*Kim Belt*)

Staff Summary: Public Works staff purchased three pieces of demonstration equipment as approved by the Board at discounted prices resulting in savings of approximately \$86,000.

- C) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the seven (7) 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 NRS 372.3261 (File 1112-147). (*Kim Belt*)

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

### **9-4. Public Works**

- A) For Possible Action: To accept easements along North Roop Street for the purposes of public utilities, pedestrian access and drainage improvements on Assessor's Parcel Numbers 002-101-77, 002-104-01 and 002-103-01. (*Robert Fellows*)

Staff Summary: The easements are necessary to complete sidewalks along North Roop Street and fulfill a requirement of the Northridge/Mountain Park Subdivision.

- B) For Possible Action: To approve the renaming of the north/south portion of Butti Way to Airport Road. (*Jeff Sharp*)

Staff Summary: Public Works recently completed construction of the East/West Water Transmission Main project which resulted in the realignment of the Butti Way and Airport Road intersection. Airport Road is now the dominant through street between Hwy 50 East and East Fifth Street, thus warranting the street name change. There are no property addresses affected by the change.

**9-5. Health and Human Services**

For Possible Action: To adopt a resolution accepting an inter-local agreement in the amount of \$45,000 per Interlocal Agreement with Lyon County for Carson City Health and Human Services (CCHHS) to provide Low Income Housing in Carson City. *(Kathy Wolfe)*

Staff Summary: By entering into this Agreement Lyon County and Carson City will be able to provide greater services to the residents in Carson City, specifically low income housing through our Family Enrichment Housing Program.

**9-6. Assessor**

For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Numbers 002-072-13 (N. Carson St.), 002-244-07 ( Hwy 50 East/Saliman Rd.) and 009-111-22 (S. Carson St.) for the 2011/12 tax year per NRS 361.055 in the amount of \$198.75. *(Kimberly Adams)*

Staff Summary: Assessor's Parcel Numbers 002-072-13 (N. Carson St.), 002-244-07 (Hwy 50 East/Saliman Rd.) and 009-111-22 (S. Carson St.) were parcels that the State of Nevada, Department of Transportation were leasing to private parties and were therefore taxable. The State of Nevada, Department of Transportation recorded two "termination of lease" documents on November 22, 2011. These parcels are now exempt per NRS 361.055. The Assessor's Office is asking that the property tax be prorated from July 1, 2011 through November 22, 2011 and that the remaining amount be removed and refunded from the 2011/12 Real Property Tax Roll.

**9-7. City Manager**

- A) For Possible Action: To re-appoint Michael Bertrand and Kenneth Brown to the Carson City Audit Committee for two-year terms expiring December 2013. *(Larry Werner)*

Staff Summary: CCMC 2.14.030 provide for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the public at-large. There are two vacancies to be filled for public at-large due to the expiration of current members' terms. Both Michael Bertrand and Kenneth Brown have requested reappointment. There are no additional applicants.

- B) For Possible Action: To re-appoint Charles DesJardins and to appoint James Smolenski to the Carson City Regional Transportation Commission for two-year terms expiring December 31, 2013. *(Larry Werner)*

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the city at large. There are two vacancies to be filled on the Regional Transportation Commission (RTC) due to members' terms expiring. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). Charles DesJardins has requested reappointment and James Smolenski has applied for appointment.

*(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. Purchasing and Contracts**

For Possible Action: To approve Purchase Order 2012-061 for the purchase of eight (8) Sheriff vehicles in the amount of \$219,589.30 to DPS-OCJA (1122) PROG and to approve Purchase Order 2012-062 for outfitting the vehicles with specified public safety equipment in the amount of \$63,504.97 to Lehr Auto Electric all to be funded from the Capital Fund account 210-0000-413-77-05 as provided in FY 2011/2012. (*Kim Belt*)

Staff Summary: The eight (8) Sheriff vehicles to be purchased will replace eight (8) vehicles with mileage in excess of 100,000 miles. The vehicles will be assigned to patrol and other sheriff department functions.

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

A) For Possible Action: To adopt Bill No. 122, on second reading, an ordinance to change the zoning of APNs 010-121-44 (20 acres), 010-121-43 (22 acres), 010-121-42 (22 acres) and 010-502-01 (19 acres) from Single Family Five Acre (SF5A) to Public Community (PC). (ZMA-11-131) (*Lee Plemel*)

Staff Summary: The subject properties, located in the vicinity of the Carson River and Mexican Dam, are currently owned by the Carson City Open Space program. The proposed amendments would make the zoning designations consistent with the actual public ownership and intended long-term use of the subject properties for open space.

B) For Possible Action: To adopt Bill No. 123, on second reading, an ordinance to change the zoning of a portion of APN 002-523-18, located at 1946 Hamilton Avenue, from Public Neighborhood to Single Family 6000. (ZMA-11-055) (*Lee Plemel*)

Staff Summary: Carson City approved the sale of publicly zoned property to an adjacent land owner. This amendment would correct the zoning of the property from public to residential consistent with the actual ownership and use of the property.

C) For Possible Action: To adopt Bill No. 124, on second reading, an ordinance to change the zoning of APN 007-092-08 (77 acres) from Conservation Reserve (CR) to Public Community (PC), and APNs 007-601-02 (96 acres) and 007-031-04 (15 acres) from Conservation Reserve (CR) to Public Regional (PR). (ZMA-11-124) (*Lee Plemel*)

Staff Summary: The subject properties, located in and around the northwest quadrant of Carson City, were purchased and are now owned by the Carson City Open Space program. The proposed amendments would make the zoning designations consistent with the actual public ownership and intended long-term use of the subject properties for open space.

D) For Possible Action: To adopt Bill No. 125, on second reading, an ordinance to change the zoning of APN 008-922-11 (17.6 acres) from Limited Industrial (LI) to Public Neighborhood (PN), APN 002-101-73 (8.6 acres) from Single Family 6,000 (SF6) to Public Neighborhood (PN), APNs 008-541-92 (16 acres), 008-541-73 (16 acres) and 008-531-05 (.73 acres) from Agriculture (A) to Public Regional (PR), APNs 010-

011-26 (80 acres), 010-011-27 (100 acres), 008-531-40 (20 acres) and 010-021-55 (35 acres) from Conservation Reserve (CR) to Public Regional (PR), and APNs 010-681-01 (0.06 acres) and 010-681-02 (39 acres) from Single Family One Acre (SF1A) to Public Community (PC). (ZMA-11-127) (*Lee Plemel*)

Staff Summary: The subject properties, located in and around the northeast quadrant of Carson City, are currently owned by the Carson City Open Space program. The proposed amendments would make the zoning designations consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- E) For Possible Action: To adopt Bill No. 126, on second reading, an ordinance to change the zoning of APNs 007-051-07 (40 acres), 007-051-80 (60 acres), 007-051-76 (93 acres) and 007-031-33 (222 acres) from Conservation Reserve (CR) to Public Regional (PR). (ZMA-11-129) (*Lee Plemel*)

Staff Summary: The subject property, located in the southwest quadrant of Carson City, is currently owned by the Carson City Open Space program. The proposed amendment would make the zoning designation consistent with the actual public ownership and intended long-term use of the property for open space.

### **13. Parks and Recreation - Open Space**

For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the fee title acquisition of the Bently Property in the Carson River Canyon containing approximately 497.7 acres and to authorize staff and the Mayor to execute documents required to complete the acquisition. (*Juan Guzman / Dwight Millard, NCRV&T*)

Staff Summary: This action calls for the Board of Supervisors to authorize the purchase of the Bently 497.7 acre property located in the Carson River Canyon from the Nevada Commission for the Reconstruction of the V&T Railway (NCRV&T). The sale is for \$1.6 million which is \$200,000 under the estimated value of \$1.8 million. The NCRV&T has agreed to buy from Mr. Bently and to sell the entire property to Carson City, and then Carson will provide the NCRV&T with exclusive easements for the continuation of the historic V&T Railway project from Virginia City to Carson City. Grant funding has been obtained by staff for up to \$650,000 from the Southern Nevada Public Land Management Act - Parks, Trails and Natural Area (SNPLMA-PTNA) program to assist with this acquisition.

### **14. 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

- 15. 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.

### **16. 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.*

*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](http://www.bactv.org).*

*This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://www.carson.org/agendas)*

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: December 29, 2011**