



**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: January 19, 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 - Norm Milz, Shepherd of the Sierra Lutheran**
- 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 15, 2011**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

A) Presentation of a proclamation for "National Radon Action Month," January 2012. (*JoAnne Skelly*)

Staff Summary: During National Radon Action Month, the University of Nevada Cooperative Extension and the Nevada State Health Division, in conjunction with the EPA, will strengthen their efforts to educate the public about the dangers of radon and what can be done to minimize the health risk from exposure to elevated levels of indoor radon.

- B) Presentation of a proclamation for Catholic Schools Week in Carson City, January 29 - February 4, 2012. *(Principal Perdomo, St. Teresa of Avila School)*
- C) Presentation of the Redevelopment Authority Citizens Committee 2011 Miracle Worker Awards to June Joplin, owner of Comma Coffee, for the business owner category, and to the Carrington Company, Carson Mall, in the property renovation category, for commendable contributions to improving the Carson City Redevelopment District. *(Supervisor Aldean)*
- D) Presentation and recognition of the contributions of the Bureau of Land Management, Sierra Front District; Friends of Silver Saddle Ranch; and U.S. Forest Service, Carson Ranger District. *(Juan Guzman & Mayor Crowell)*

Staff Summary: In November of 2011 Carson City was awarded a Golden Pinecone Award for environmental excellence by EcoNet. We wish to share this distinguished award and recognize the contributions of the Bureau of Land Management, Sierra Front District; Friends of Silver Saddle Ranch; and U.S. Forest Service, Carson Ranger District, for their collaborative efforts toward the implementation of the Vital Community Act, a section of Omnibus Public Land Management Act of 2009. The Vital Community Act provided for the transfer of properties between Carson City and federal agencies and resulted in the assemblage by Carson City of a unique contiguous public land ownership containing approximately 11 miles of river frontage and 6,100 acres of open space for the passive recreation enjoyment of residents and visitors in perpetuity.

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.

9-1. District Attorney

For Possible Action: To approve an Intrastate Interlocal Contract between the State of Nevada Acting By and Through its Department of Public Safety, Records and Technology Division, Records Bureau and the Carson City District Attorney’s Office to provide and receive access to the Nevada Criminal Justice Information System and the State’s Law Enforcement Message Switch. *(Randal Munn)*

Staff Summary: Adoption of this agreement will allow the Carson City District Attorney’s Office to continue to access the Nevada Criminal Justice Information System through the State’s Law Enforcement Message Switch for criminal justice purposes.

9-2. Finance

- A) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2011-12 Budget in the amount of \$20,694,086. *(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.

- B) For Possible Action: To accept the report on the condition of each fund in the treasury through January 10, 2012 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.

9-3. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), as recommended by the Carson City Audit Committee to provide Internal Auditing services for a not to exceed amount of \$ 110,000.00 to be funded from the Internal Auditor Account as provided in FY 2011/2012. *(Kim Belt)*

Staff Summary: The Carson City Audit Committee through an extensive advertisement/review/interview process has selected a Certified Public Accountant Firm to perform the City's Internal Audit Function and negotiated a contract for said services.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1011-125 with The Louis Berger Group, Inc. titled "Carson City Freeway Phase 2B Utilities Support" to increase the contract term from January 1, 2012 to August 1, 2012. *(Kim Belt)*

Staff Summary: On May 5, 2011, The Carson City Board of Supervisors approved the above listed contract in the amount of \$139,554.17. This request is to amend the contract term. This contract is to provide Professional Services which include: Project Management and Administration, Utilities Investigations, Utility Plan Preparation, Construction Cost Estimates and Submit Design Plans to NDOT permit for the Carson City Freeway Phase 2B Utilities Relocation Project.

9-4. 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 December 7, 2011 thru January 10, 2012. *(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 Paul Pugsley to the Carson River Advisory Committee to a three year term that will expire in January 2015. *(Larry Werner)*

Staff Summary: Resolution Number 2000-R-20 re-establishes that the Carson River Advisory Committee is to consist of seven members appointed by the Board of Supervisors with one "Citizen-at-Large" member. This member's term has expired. Paul Pugsley has requested appointment. There are no other applicants.

- C) For Possible Action: To re-appoint Margie Evans to the Open Space Advisory Committee to a four year term that will expire January 2016. *(Larry Werner)*

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint seven members to the Open Space Advisory Committee that serve staggered four year terms. There is one opening due to the expiration of a member's term.

- D) For Possible Action: To re-appoint Jim Shirk to the Carson City Cultural Commission to a three year term that will expire in January 2015. *(Larry Werner)*

Staff Summary: Per CCMC 2.41.040, the Carson City Cultural Commission shall consist of seven members appointed by the Board of Supervisors. There is one vacancy due to a member's term expiring. Jim Shirk has requested reappointment. There are no additional applicants.

- E) For Possible Action: To re-appoint two members to the International Building Code Board of Appeals to fill two year terms ending in January 2014: Darrin Berger to fill the Registered Architect position and William Miles to fill the General Contractor position. *(Larry Werner)*

Staff Summary: Per CCMC Chapter 15, Section 112, the Board of Supervisors shall appoint five members to the International Building Code Board of Appeals (Board of Appeals). The Registered Architect and General Contractor positions are open due to the expiration of terms. Darrin Berger has requested reappointment to the Registered Architect position. William Miles has requested reappointment to the General Contractor position. There are no additional applicants.

- F) For Possible Action: To re-appoint Kyle Horvath and Gianna Shirk to the Shade Tree Council for two-year terms expiring January 2014. *(Larry Werner)*

Staff Summary: CCMC Chapter 2.18.010 provides for seven members of the Shade Tree Council. There are two vacancies to be filled on the Shade Tree Council due to expiring terms. Both Kyle Horvath and Gianna Shirk have requested reappointment. There are no additional applicants.

- G) For Possible Action: To appoint Cindy Merrell to the 9-1-1 Surcharge Advisory Committee for a two-year term expiring on December 31, 2013. *(Larry Werner)*

Staff Summary: CCMC 4.05.030 creates a five member advisory committee called the "9-1-1 Surcharge Advisory Committee." There is one opening due to an expired term. Cindy Merrell has applied for appointment. There are no additional applicants.

9-5. Public Works

For Possible Action: To accept an Amendment to the Temporary Construction Easement along the Pedestrian Pathway at Fairview Drive. *(Thomas Guinn)*

Staff Summary: The original construction easement had an expiration date of 12/31/2011. Carson City Public Works requested an extension of the construction timeframe until August 31, 2012. The Division of State Lands has no objection to the request and as such an amendment is required to be issued.

9-6. Parks and Recreation

For Possible Action: To approve the submittal of two grant applications to the Nevada Commission on Tourism for capital improvements to the upper sports complex at JohnD Winters Centennial Park and to authorize Roger Moellendorf to sign the grant applications on behalf of Carson City. (*Vern Krahn*)

Staff Summary: Carson City has the opportunity to apply for two grants through the Nevada Commission on Tourism's "Projects Relating to Tourism" grant program for capital improvements to the upper sports complex at JohnD Winters Centennial Park. Parks and Recreation Department staff is requesting Board of Supervisors approval to apply for these grants.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

11. Call to Order & Roll Call – Liquor and Entertainment Board

12. For Possible Action: Approval of Minutes - November 3, 2011

13. Public Works - Business License

For Possible Action: To accept the annual activity report for Administrative Citations issued. (*Lee Plemel/Lena Tripp*)

Staff Summary: An annual activity report including the disciplinary actions, penalties, and alcohol server training summary is to be presented to the Board per CCMC 4.13.150.

14. For Possible Action: To Adjourn as the Liquor and Entertainment Board

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

17. Purchasing and Contracts

For Possible Action: To determine that Nelson Electric Co., Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1112-144 Carson City Waste Water Treatment Plant solar Photovoltaic Project to Nelson Electric Co., Inc. for a bid amount of \$1,456,110.00 (which includes: Subtotal Schedule A plus Bid Alternates 13, 15 and 16) plus a contingency amount not to exceed \$145,600.00 to be funded from the Wastewater Treatment Plant Solar Project 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 Waste Water Treatment Plant Solar Photovoltaic Project. The Solar Photovoltaic Project consists of installing a complete and turnkey Solar Photovoltaic System. This project requires the Bidder to furnish a ground-mount solar photovoltaic array including solar panels, inverter, and solar panel racking system at the designated North East property location; installing the inverter, required electrical protection devices, and shaded enclosure adjacent to the array; installing conduit and wiring from the array to the main switchgear; installing the electric net meter and other necessary appurtenances; installing a data acquisition system and displays at the Waste Water Treatment Plan & modifying existing City Hall, Corporate Yard & Public Works displays; and coordinating interconnection activities with the local utility company.

18. Parks and Recreation

For Possible Action: To approve a recommendation from the Parks and Recreation Commission designating the Seely Loop in Mills Park as the permanent location for the 9/11 World Trade Center Memorial. (*Roger Moellendorf and Jim Shirk*)

Staff Summary: Mr. Jim Shirk met with the Parks and Recreation Commission during the Commission's December 6, 2011, meeting seeking a recommendation for a permanent location for the 9/11 World Trade Center. The Commission selected the lawn area on the Seely Loop north of the Firemen's Memorial in Mills Park as the preferred site. This recommendation is being forwarded to the Board of Supervisors for approval.

19. Recess as Board of Supervisors

Redevelopment Authority

20. Call to Order & Roll Call – Redevelopment Authority

21. For Possible Action: Approval of Minutes - February 3, 2011, August 4, 2011 & December 1, 2011

22. Finance

For Possible Action: To adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2011-12 Budget in the amount of \$2,385,278. (*Nick Providenti*)

Staff Summary: The augmentation and revision is primarily due to the carryover of program costs from the prior years' budget.

23. City Manager

A) For Possible Action: To elect the chair and vice chair of the Redevelopment Authority for terms ending December 31, 2012. (*Larry Werner*)

Staff Summary: NRS 279.488 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

- B) For Possible Action: To appoint a member of the Redevelopment Authority to the Redevelopment Authority Citizens Committee for a three year term expiring December 31, 2014. (*Larry Werner*)

Staff Summary: Resolution No. 2011-RA-R-3 and 2011 states the Committee shall be comprised of seven members, including a member of the Redevelopment Authority as appointed by the Authority.

24. For Possible Action: To Adjourn as the Redevelopment Authority

25. Reconvene as the Board of Supervisors

26. City Manager

- A) For Possible Action: To appoint members of the Board of Supervisors to various Boards, Committees and Commissions. (*Larry Werner*)

Staff Summary: Board members serve on various Boards, Committees and Commissions. Each January appointments are made for the upcoming calendar year.

- B) Update and status report on 2011/2012 Initiatives. (*Larry Werner*)

Staff Summary: Staff will provide a progress report on initiatives adopted by the Board of Supervisors during the 2011 Strategic Planning process. These initiatives support the various perspectives and objectives included in the Carson City Strategic Plan.

27. Human Resources

- A) For Possible Action: Discussion and possible action to authorize the HR Director to enroll the City in the E-Verify system by providing the City's electronic signature on "The E-Verify Program for Employment Verification Memorandum of Understanding." (*Melanie Bruketta*)

Staff Summary: All employers are required to have new employees complete an I-9 Form no later than the third business day after the employee begins work. The Board of Supervisors is being asked to choose to take the additional step of verifying that the information on an employee's I-9 Form matches government records thereby ensuring a legal workforce.

- B) For Possible Action: Review of the City Manager's performance for the period June 2, 2011 to January 19, 2012, and discussion and possible administrative action relating to the employment of Lawrence A. Werner as City Manager for Carson City and action to establish the goals and objectives through December 2012. (*Melanie Bruketta*)

Staff Summary: Pursuant to the City Manager's contract, the Board of Supervisors is responsible for reviewing and evaluating the performance of the City Manager and establishing the goals and objectives which are used to evaluate his performance.

28. Board of Supervisors

Non-Action Items:

Status review of projects
– Capital Projects Status Report
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.

29. City Manager

- A) For Possible Action: To appoint four members to the Carson City Redevelopment Authority Citizens Committee: one to the "Business Operator" or "Property Owner" from Redevelopment Area 1 position to fill a one-year term expiring January 2013; one to the "Business Operator" or "Property Owner" from Redevelopment Area 1 position to fill a two-year term expiring January 2014; one to the "Citizen-at-Large" position to fill a two-year term expiring January 2014; and one to the "Citizen-at-Large" position to fill a three-year term expiring January 2015. *(Larry Werner)*

Staff Summary: Carson City Resolution No. 2011-RA-R-2 and 2011-R-41 re-establishes the Carson City Redevelopment Authority Citizens Committee to include the following seven members: 1) A member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair; 2) Two members who must be business operators or property owners from Redevelopment Area 1; 3) Two members who must be business operators or property owners from Redevelopment Area 2; and, 4) Two citizens-at-large appointed by the Redevelopment Authority who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

There are four openings due to expired terms. Dan Neverett and Georgette (Gigi) Valenti have requested reappointment. Lorraine Bagwell and Jed Block have applied for appointment.

- B) For Possible Action: To appoint four members to the Carson City Parks and Recreation Commission to four-year terms expiring January 2016. *(Larry Werner)*

Staff Summary: CCMC 2.16 .010 and NRS 244.3076 provide for a Parks and Recreation Commission to be composed of no more than nine members. Members shall be appointed by the Board of Supervisors. There are four openings due to members' terms expiring. Chuck Adams, Steve Lasco, and Todd Westergard have requested reappointment. Tom Farrer, Laura Fitzsimmons, Timothy Howard, and Brett Long have applied for appointment.

- 30. 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.

31. 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: January 12, 2012