



**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:** February 2, 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 - 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 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 - January 5, 2012**
- 7. For Possible Action: Adoption of Agenda**

- 8. Consent Agenda**

*.....*  
*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.*  
*.....*

## **8-1. Sheriff**

For Possible Action: To approve the 2012 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Basin Management Unit and the Carson City Sheriff's Office in the amount of \$11,000 – Agreement number 11-LE-11051360-232 (Mod 02). (*Ken Furlong*)

Staff Summary: This is a continuation of previous Operating Plans and provides for the reimbursement of costs relative to law enforcement activities while performing work for the United States Forest Service. Patrol areas include Lake Tahoe National Forest beaches, forests and parking areas including but not limited to Chimney Beach and Secret Harbor/Secret Cove.

## **8-2. Assessor**

- A) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City Assessor's office and Lander County Assessor's office which provides for Carson City Assessor's office to maintain, create and update existing parcel data sets for Lander County Assessor's office. (*Dave Dawley*)

Staff Summary: This agreement provides for Carson City Assessor's office to provide to Lander County Assessor's office services for the maintenance, creation and updating of Lander County Assessor's Parcel data and sets forth the method of payment for the service.

- B) For Possible Action: To approve the correction, decrease and refund of the taxes for the 2008/09, 2009/10, 2010/11 and 2011/12 tax years for parcel number 008-712-23 (1400 Conestoga Dr) per NRS 361.765 in the amount of \$368.57. (*Kimberly Adams*)

Staff Summary: Per the owner's request the property located at 1400 Conestoga Dr was re-measured and upon re-measurement it was discovered that there was an error in the calculation of the square footage. This correction will result in a decrease in the amount of \$87.87 for the 2008/09, a decrease of \$90.51 for the 2009/10 fiscal year, a decrease of \$93.22 for the 2010/11 fiscal year and a decrease in the amount of \$96.97 for the 2011/12 fiscal year. The Assessor's office is requesting that the current fiscal year taxes be corrected and refunded along with the proceeding three years for a total amount of \$368.57 per NRS 361.765.

## **8-3. Finance**

- A) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$508,665.48 in uncollectible accounts receivable. (*Nick Providenti*)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- B) For Possible Action: To accept the report on the condition of each fund in the treasury through January 24, 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.

#### **8-4. Health and Human Services**

- A) For Possible Action: To accept a sub-grant in the amount of \$31,000 for six months from the Nevada State Health Division Bureau of Public Health and Clinical Services. This grant will be retroactive to January 16, 2012 and will have the ability to be renewed on an annual basis. The purpose of this grant is for Carson City Health and Human Services to provide for the delivery of health services in compliance with Title X, Office of Family Planning to the citizens of Douglas County, Nevada. (*Marena Works*)

Staff Summary: The funding, which originates from the Office of Population Affairs (OPA), will be used to partially fund a registered nurse, support staff and a contractual advanced practice nurse, with the purpose of increasing access to family planning and reproductive health services by partnering with community-based organizations and providing clinical services for hard-to-reach populations, such as males in need of clinical services, adolescents, and underinsured women.

- B) For Possible Action: To accept an Interlocal Agreement between the Nevada State Health Division (NSHD) and Carson City Health and Human Services (CCHHS) for the transfer of ownership of the current family planning medical records from the NSHD Community Health Nursing clinic in Douglas County, Nevada to the CCHHS Community Health Clinic in Douglas County.

Staff Summary: On January 16, 2012, Carson City entered into an agreement with Douglas County for CCHHS to provide public health nursing services at the Douglas County clinic. The transfer of files will aid in providing uninterrupted care to the clients of the clinic.

#### **8-5. Purchasing and Contracts**

For Possible Action: To accept the quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. (*Kim Belt*)

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

#### **8-6. Justice/Municipal Courts**

For Possible Action: To approve transferring the Fines and Fees Payment Center's personnel and functions from the supervision of the Department of Alternative Sentencing to the First Judicial District Court and the Carson City Justice/Municipal Court Judges and/or their designee. (*Max Cortes*)

Staff Summary: Approximately in 2001, the responsibility to collect the fines and fees imposed by the Justice/Municipal Court Judges was transferred from the court to the Treasurer's Office. During the time the Treasurer's Office had the responsibility, the Fines and Fees Payment Center was created. Sometime in 2003, the responsibility of supervising the Fines and Fees Payment Center was transferred from the Treasurer's Office to the Department of Alternative Sentencing. Over the past two years, the Fines and Fees Payment Center have expanded their responsibilities by collecting restitution ordered by the Justice/Municipal Court Judges and collecting fines and fees imposed by the First Judicial District Court Judges. The Fines and Fees Payment Center has been an integral part in the collection efforts made by the courts. Additionally, the Justice/Municipal Court Judges have the responsibility for reporting the collection of fines and fees pursuant to NRS 4.100. Lastly, the First Judicial District Court and the Justice/Municipal Courts must comply with the Minimum Accounting Standards (MAS) as ordered by the Supreme Court. In order to ensure compliance, the Fines and Fees Payment Center should be transferred to the court's supervision.

**8-7. Carson City Airport Authority**

For Possible Action: To approve Airport lease amendment, to lease recorded as Document No. 291992, on lease lots 38 and 39 currently held by Carson Executive Hangar Condominium Association, Inc. (*Steve Tackes*)

Staff Summary: At a regular meeting of the Carson City Airport Authority on January 18, 2012, publicly noticed for that purpose, the Authority approved an Airport lease amendment to reflect a lot line adjustment on the lease held by Carson Executive Hangar Condominium Association, Inc., to reflect the removal of 400 sq ft of building and underlying lease area.

*(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. Public Works - Business License**

A) For Possible Action: To approve Amy Cooper as the liquor manager for Smith’s Food and Drug Store (Liquor License #12-4042) located at 599 E. William St., Carson City. (*Jennifer Pruitt* )

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Amy Cooper is applying to be listed as the liquor manager on the liquor license replacing the previous liquor manager.

B) For Possible Action: To approve George Lemos as the liquor manager for the Feisty Goat (Liquor License #12-23439) located at 1881 E. Long St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. George Lemos is applying to be listed as the liquor manager on the liquor license replacing the previous liquor manager, Lucas Whitmore.

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

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

**Ordinances, Resolutions, and Other Items**

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

**15. Office of Business Development**

For Possible Action: To appoint a Carson City representative and an alternate to the WNDD (Western Nevada Development District) Board of Directors. (*Larry Werner & Lee Plemel*)

Staff Summary: The WNDD is an Economic Development District designated by the EDA (Economic Development Administration), U.S. Department of Commerce. The WNDD works primarily on behalf of the public sector in the region to develop economic development project grant applications, secure funding, and implement projects. Current WNDD members are Carson City, the Counties of Douglas, Lyon, Storey, Churchill, Mineral, Pershing, and Humboldt, and the City of Winnemucca.

**16. Recess as Board of Supervisors**

**Redevelopment Authority**

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

**18. City Manager**

For Possible Action: To elect the chair and vice chair of the Redevelopment Authority for terms ending January 7, 2013. (*Larry Werner*)

Staff Summary: At their January 19, 2012 the Board of Supervisors elected Shelly Aldean as Chair and Karen Abowd as Vice Chair of the Redevelopment Authority for terms ending December 31, 2012. This board action will change the terms to end January 7, 2013.

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

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

**21. Public Works**

- A) For Possible Action: To support the Risk MAP Charter for the Carson River Watershed which will identify, assess, communicate, and plan for flood risk within the Carson River Watershed. (*Ed James, Carson Water Subconservancy District*)

Staff Summary: The Risk MAP Charter for the Carson River Watershed will provide for a collaborative effort between Local, State and Federal agencies to identify, assess, communicate, and plan for flood risk within the Carson River Watershed. The flood risk information provided can be used to enhance hazard mitigation plans, make informed decisions to improve resilience after flooding, protect the beneficial functions of floodplains, and raise awareness about local flood risks.

- B) For Possible Action: To adopt the Hydraulic Modeling and Floodplain Mapping Guidelines, dated October 2011 for the Carson River only. This document provides a set of guidelines or best practices for engineers, developers, hydrologists, regulators, municipalities, and/or other stakeholders who will be modeling or reviewing hydraulic models for the Carson River. Also a short presentation will be given to the Board of flood plain mapping efforts of the Carson River in Carson City. (*Ed James, Carson Water Subconservancy District*)

Staff Summary: The Hydraulic Modeling and Floodplain Mapping Guidelines, dated October 2011 for the Carson River provides a set of guidelines or best practices for engineers, developers, hydrologists, regulators, municipalities, and/or other stakeholders who will be modeling or reviewing hydraulic models.

This request will be followed by a short presentation to the Board of the flood plain mapping efforts for the Carson River through Carson City.

- C) **For Possible Action:** To direct staff to proceed with fundraising and project design for a new Carson City Animal Services Facility to be located in the Carson City Corporate Yard Complex on Airport Road (formerly Butti Way) in accordance with the findings of the Site Feasibility Study conducted by BDA Architecture and Bowling Mamola Group. *(Dave Gasser, BDA/Douglas Buck, BMG)*

Staff Summary: Carson City is in the process of locating a site for a new Carson City Animal Services Facility. Once a site is selected the consults can continue with their contract of building and site design and provide input with fundraising for the new facility.

## 22. 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

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### EVENING SESSION – 5:30 P.M.

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## 23. City Manager

**For Possible Action:** To appoint one member to the Open Space Advisory Committee for a four-year term that will expire in January 2016. *(Larry Werner)*

Staff Summary: CCMC 13.06.040 provides for the Board of Supervisors to appoint seven members that serve staggered four year terms to the Open Space Advisory Committee. There is one opening due to the expiration of a member's term. Deborah Braun, Michael Drews, and Paul Puglsey have requested appointment. Howard Reidl has requested re-appointment.

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

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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 agendized 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: January 26, 2012**