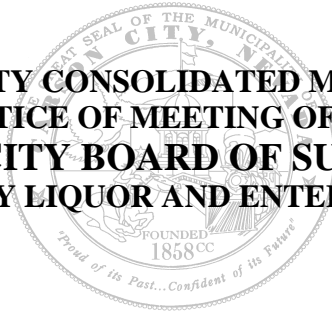


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



Day: Thursday
Date: March 1, 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** - Byron Pineda (translation by Erica Pineda), Iglesia Eben-ezer El Buen
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** - February 2, 2012
7. **For Possible Action: Adoption of Agenda**
8. **Presentation**

Presentation recognizing Ron Allen for his years of service on the Board of Equalization. (*Dave Dawley*)

9. **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.

9-1. Assessor

- A) For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Number 009-161-10 (S. Carson St.) for the 2011/12 tax year per NRS 361.055 in the amount of \$27.04. (*Kimberly Adams*)

Staff Summary: Assessor's Parcel Numbers 009-161-10 (S. Carson St.) was a parcel that the State of Nevada, Department of Transportation was leasing to a private party and was therefore taxable. The State of Nevada, Department of Transportation recorded a "termination of lease" document on February 3, 2012. This parcel is now exempt per NRS 361.055. The Assessor's Office is asking that the property tax be prorated from July 1, 2011 through February 3, 2012 and that the remaining amount be removed and refunded from the 2011/12 Real Property Tax Roll.

- B) For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Numbers 010-011-24 and 010-011-25 (Section 5, T15N R21E & portion of Sections 7 and 8) for the 2011/12 tax year per NRS 361.060 in the amount of \$399.34. (*Kimberly Adams*)

Staff Summary: Assessor's Parcel Numbers 010-011-24 and 010-011-25 were purchased by Carson City and the deed recorded on January 31, 2012. These properties are located in northeast Carson City and are now exempt per NRS 361.060. The Assessor's office is asking that the taxes be prorated from July 1, 2010 through January 31, 2012 and that the remaining amount be removed and refunded from the 2011/12 Real Property Tax Roll.

9-2. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury through February 21, 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.

- B) For Possible Action: Action to accept an adjustment in the Public Work's allocations to the Carson City Cost Allocation spreadsheet for use in preparing the FY 2013 Carson City Budget. (*Nick Providenti*)

Staff Summary: The Board accepted the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2011 for use in preparing the FY 2013 Carson City Budget at its February 16, 2012 Board Meeting.

The spreadsheet allocating indirect costs changed due to Public Work's allocations changing. The decision was made to directly charge some Public Works employees charges directly to capital projects instead of charging their time indirectly. This will give us a better accounting of the actual costs of the capital projects being charged by Public Works employees. This spreadsheet was provided at the February 16, 2012 Board Meeting as "Late Material" but the spreadsheet was not read into the record.

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 \$42,914.56 for Contract No. 1011-051 titled Carson City Prison Hill Water Tank #2 Tank Construction Plans Project to Sierra Nevada Construction, Inc. (*Kim Belt*)

Staff Summary: Project consisted of constructing a new three (3) million gallon steel water tank and new 20" PVC water line. Project included all earthwork, trenching, plumbing and piping, fencing, concrete, electrical conduits and panels, vaults and tank coatings for the complete installation of the new water tank. Project also included the demolition and disposal of an existing three (3) million gallon concrete water tank. Carson City received a grant of \$960,000.00 from the U.S. Army Corps of Engineers for construction of this project.

- B) For Possible Action: To determine that Shaheen Beauchamp Builders, LLC. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1112-154 Carson City Public Works Tenant Improvement of Building "C" to Shaheen Beauchamp Builders, LLC. for a bid amount of \$169,062.00 (which includes: Schedule A plus Schedule B) plus a contingency amount not to exceed \$16,906.00 to be funded from the Water and Sewer Facility Addition Account Fund 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 Public Works Tenant Improvement of Building "C". The Project includes, but is not limited to the addition of offices and conference room within an existing metal building, remodel locker room and office space, and mezzanine storage.

- C) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1011-226 with PacificWest Energy Solutions, Inc. titled "Carson City Public Safety/Sheriff's Administration/WWTP Solar Project" to change the scope of work, increase the contract in an amount of \$12,000.00 from \$145,000.00 to \$157,000.00 and to increase the contract term from January 30, 2012 to June 30, 2012. (*Kim Belt*)

Staff Summary: On May 5, 2011, The Carson City Board of Supervisors approved the above listed contract in the amount of \$145,000.00. This request is to amend the contract scope of work, amount and term. This contract is to provide Professional Services which include: Solar Photovoltaic System Design, Specifications and Contract Document Preparation, Bidding Assistance and Construction Management for the Carson City Public Safety/Sheriff's Administration/WWTP Solar Project.

During the design process, it was determined that it was more cost effective to combine all three projects at the Wastewater Treatment Plant rather than pay the additional costs associated with re-roofing the Sheriff's Administration and Courthouse Buildings, while there was still remaining life in those roofs. The contract is being amended to cover additional design costs associated with increasing the size of the system at the Wastewater Treatment Plant as well as additional costs incurred while finding a suitable location for the installation at the Wastewater Treatment Plant.

9-4. City Manager

For Possible Action: To appoint Terrie McNutt to the Carson City Redevelopment Authority Citizens Committee as a Business Operator or Property Owner from Redevelopment Area 2 for a three year term ending 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; 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, 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 is one opening for a Business Operator or Property Owner from Redevelopment Area 2 due to an expired term. Terrie McNutt has applied for appointment. There are no additional applicants.

9-5. Fire

For Possible Action: To authorize the Mayor to sign the 2012 Annual Operating Plan 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. (*Stacey Giomi*)

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

9-6. Clerk-Recorder

For Possible Action: To approve the Annual Report of the Carson City Recorder Per NRS 247.305. (*Alan Glover*)

Staff Summary: This report shows actual revenues and expenditures for FY 10-11 and projected revenues and expenditures for FY 11-12. NRS 247 requires the county recorder to submit an annual report to the Board of Supervisors which contains: (a) an estimate of the proceeds that the county recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305 (b) A proposal for expenditures of the proceeds from the additional fee imposed pursuant to the same subsection for the costs related to the technology required for the office of the county recorder.

9-7. Treasurer

For Possible Action: To authorize the Treasurer to sign a portfolio management agreement with Longhorn Capital Management. (*Al Kramer*)

Staff Summary: According to the Carson City Charter, Sec. 3.045 2(a), the Treasurer shall invest the surplus money of Carson City. The Treasurer has found that hiring investment managers substantially increases total return to the City. Treasurer Kramer wishes to have a diversified portfolio. The new advisor will initially manage about 10% of the portfolio.

9-8. Public Works - Planning

For Possible Action: To approve a request from Robyn Laguzza for a Historical Tax Deferment on property located within the Historic District, located at 506 W. Spear Street, APN 003-232-01. (*Jennifer Pruitt*)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

(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 - February 2, 2012

13. Public Works - Business License

For Possible Action: To approve Vidalia Ramirez as the liquor manager for the Rodeo Night Club (Liquor License #12-28635) located at 298 E. Winnie Ln., Carson City. *(Jennifer Pruitt)*

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

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 accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$937,878.65 for Contract No. 1011-243 titled East-West Water Transmission Main Project – Phase I to A&K Earth Movers, Inc. *(Kim Belt)*

Staff Summary: Project consisted of installing approximately 5,500-feet of new 24” PVC water line and associated improvements beginning at the intersection of Robinson Street and Saliman Drive and extending to the intersection of Butti Way and Airport Road in Carson City, Nevada.

18. Finance

- A) For Possible Action: To adopt, on second reading, Bill No. 101, an ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title "2012 Water Bond Ordinance"; providing for the issuance of its registered, negotiable, General Obligation (Limited Tax) Water Improvement and Refunding Bonds (additionally secured by pledged revenues), Series 2012A; providing the form, terms and conditions of the bonds and covenants relating to the payment of such bonds; providing for the levy and collection of annual general (ad valorem) taxes for the payment of such bonds; additionally securing their payment by a pledge of revenues derived from the water system of the city; ratifying action previously taken toward the issuance of such bonds; and providing other matters relating thereto. *(Nick Providenti)*

Staff Summary: The City Charter provides that the City may borrow money to acquire, improve, equip, operate and maintain a water project and for such purpose may issue bonds or other securities, and the

Board has determined and declared that the Project is a municipal purpose within the meaning of said Charter provisions.

- B) For Possible Action: To adopt, on second reading, Bill No. 102, an ordinance designated by the short title "2012 Sewer Bond Ordinance"; providing for the issuance by Carson City, Nevada of its negotiable, General Obligation (Limited Tax) Sewer Improvement and Refunding Bonds (additionally secured by pledged revenues), Series 2012B; providing the form, terms and conditions of the bonds, the use of their proceeds and providing for the sale thereof; providing for the levy and collection of annual general (ad valorem) taxes for the payment of the bonds; additionally securing their payment by a pledge of revenues derived from the sewer system of the city; ratifying action previously taken toward the issuance of the bonds; and providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: The City Charter provides that the City may borrow money to acquire, improve, equip, operate and maintain a sewer project and for such purpose may issue bonds or other securities, and the Board has determined and declared that the Project is a municipal purpose within the meaning of said Charter provisions.

19. Sheriff

- A) For Possible Action: Discussion and possible motion to find that the proposed ordinance replacing the previously Reserved section of the Carson City Municipal Code Title 4 License and Business Regulations, Chapter 4.29 with 4.29 Second Hand Stores and Pawnbrokers to the previously reserved chapter – Generally, sections: 4.29.010 Definitions, 4.29.020 License required, 4.29.030 Exemptions, 4.29.040 Records, 4.29.050 Reports Required, 4.29.070 Retention and removal of property, 4.29.080 Secondhand Stores and Pawnbrokers; unlawful acts, 4.29.090 Penalties and other matters properly related thereto, does not impose a direct and significant economic burden on a business or directly restricts formation, operation or expansion of a business, that a Business Impact Statement has been prepared, accepted and is on file with the Carson City Board of Supervisors, and the requirements of law have been met. (*Captain Ken Sandage*)

Staff Summary: This ordinance is an exercise of the authority granted to the Sheriff under NRS 647.120 to direct what method a transcript of the records of all transactions which the businesses had on the proceeding day, should be reported to the Sheriff's Office. Currently, each business utilizes its own template and method of submitting such information to the Sheriff's Office. There is currently a backlog of tickets that have not yet been entered into the Sheriff's Office's system.

- B) For Possible Action: To introduce, on first reading, an ordinance replacing the previously Reserved section of the Carson City Municipal Code Title 4 License and Business Regulations, Chapter 4.29 with 4.29 Second Hand Stores and Pawnbrokers to the previously reserved chapter – Generally, sections: 4.29.010 Definitions, 4.29.020 License required, 4.29.030 Exemptions, 4.29.040 Records, 4.29.050 Reports Required, 4.29.070 Retention and removal of property, 4.29.080 Secondhand Stores and Pawnbrokers; unlawful acts, 4.29.090 Penalties and other matters properly related thereto. (*Captain Ken Sandage*)

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20. 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

21. 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.

Following a recess or adjournment of the meeting, the Carson City Board of Supervisors will meet with its management representatives to discuss labor negotiations pursuant to NRS 288.220(4).

22. 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: February 23, 2012