



**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY REDEVELOPMENT AUTHORITY**

Day: Thursday
Date: April 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 - 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 - March 1, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - A) Presentation of a proclamation for "Child Abuse Prevention Month," April 2012. (*Shauna Chase, Advocates to End Domestic Violence*)
 - B) Presentation of a proclamation for "National Public Safety Telecommunicators Week," April 8 - April 14, 2012. (*Karin Mracek*)

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. Assessor

- A) For Possible Action: To approve the correction and increase of the taxes for the 2008/09, 2009/10, 2010/11 and 2011/12 tax years for parcel number 005-061-03 (4300 Ryan Wy) per NRS 361.765 in the amount of \$3,394.92. *(Kimberly Adams)*

Staff Summary: Due to an error, one of the buildings was inadvertently removed from the properties assessor profile. This correction will result in an increase in the amount of \$774.47 for the 2008/09, an increase of \$833.65 for the 2009/10 fiscal year, an increase of \$872.88 for the 2010/11 fiscal year and an increase in the amount of \$913.92 for the 2011/12 fiscal year. The Assessor’s office is requesting that the current fiscal year taxes be corrected along with the proceeding three years for a total amount due of \$3,394.92 per NRS 361.765.

- B) For Possible Action: To approve the correction, decrease and refund of the taxes for the 2011/12 tax year for parcel number 010-622-19 (1783 Carson River Rd) per NRS 361.765 in the amount of \$977.04. *(Kimberly Adams)*

Staff Summary: Due to a factual error, the improvement value for the property located at 1783 Carson River Rd (parcel number 010-622-19) was incorrect for the 2011/12 fiscal year. This resulted in an incorrect tax bill for the 2011/12 year. The Assessor’s office is requesting that the current fiscal year taxes be corrected and refunded in the amount of \$977.04 per NRS 361.765.

- C) For Possible Action: To approve the correction and increase of the taxes for the 2008/09, 2009/10, 2010/11 and 2011/12 tax years for parcel number 009-031-20 (340 Betts St) per NRS 361.765 in the amount of \$2,794.33. *(Kimberly Adams)*

Staff Summary: During reappraisal it was discovered that in 2008 when the new construction was added to the roll, the already existing building was deleted from the tax roll. The error has been corrected; however, the taxes for the current year and the previous three years of taxes need to be adjusted. The adjustments would result in an increase in the amount of \$665.02 for the 2008/09, an increase of \$685.00 for the 2009/10 fiscal year, an increase of \$705.54 for the 2010/11 fiscal year and an increase in the amount of \$738.77 for the 2011/12 fiscal year; for a total of \$2,794.33. The Assessor’s office is requesting that the current fiscal year taxes be corrected along with the proceeding three years per NRS 361.765.

9-2. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through March 27, 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 accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$8,801.83 for Contract No. 1112-105 Carson River Park Phase 2A – 5013 Carson River Road to Horizon Construction, Inc. (*Kim Belt*)

Staff Summary: Project consisted of constructing additional parking for ten (10) cars, a group picnic shelter, new sidewalks, crosswalk and parking lot striping, siding and painting existing well house, landscaping, revegetation, and irrigation to an existing park.

- B) For Possible Action: To approve Contract No. 1112-173, 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 April 14, 2012.

9-4. Fire

For Possible Action: To authorize the mayor to sign the Operating Plan (Attachment A to the July 2010 Interlocal Contract) between the Carson City Fire Department and the Nevada Division of Forestry. (*Stacey Giomi*)

Staff Summary: This document is an update of the Annual Operating Plan (AOP) between the City and the Nevada Division of Forestry. The document provides the details of how we will provide mutual assistance between the agencies for responses to wildland fires as designated in the master agreement dated July of 2010. The AOP delineates specific information about operational procedures, district boundaries, and parameters under which assistance will be provided.

9-5. Health & Human Services and Fire

For Possible Action: To approve changes in the Health and Human Services Department and the Fire Department FY 2012 budgets as follows: eliminating the Emergency Preparedness Coordinator (Unc. 15) position and the Public Health Preparedness Coordinator position (Unc. 19) and adding a Deputy Emergency Manager position (Unc. 22) and to provide a 2% equity adjustment to the Epidemiologist position and the Public Health Preparedness Program Manager position. (*Marena Works & Stacey Giomi*)

Staff Summary: Emergency preparedness is a stated goal of Carson City. This re-organization will improve efficiency of emergency preparedness by sharing duties presently held by two individuals and moving the coordination for those responsibilities to one individual. The equity adjustments are necessary for the individuals who have had the responsibility of additional grant programs placed under their supervision and must take a greater role in grant writing. Additionally, when compared to similar positions within the state, these two positions remain the lowest paid for the work and responsibility they provide. These positions are 100% grant funded.

9-6. Parks and Recreation

For Possible Action: To authorize the Mayor or his designee to execute a joint use agreement with the State of Nevada to provide for public access and parking for Fire Station No. 1. (*Juan Guzman*)

Staff Summary: This action is for the Board of Supervisors to authorize the execution of a joint use agreement for 10 years with the State of Nevada Division of State Lands in order to provide public access and adequate parking at Fire Station No. 1.

9-7. City Manager

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

(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. Assessor

For Possible Action: To approve the removal of the unpaid taxes and penalties from the 2011/12 personal property taxes for commercial business account number CB 045276 (Sierra Solar 1 LLC, located at 2444 Fairview Dr) per NRS 701A.200 in the amount of \$150,612.59. (*Dave Dawley*)

Staff Summary: In September of 2011, The Assessor’s office asked for the removal of taxes for Sierra Solar 1 from both the 2010/11 and the 2011/12 fiscal years. The Board of Supervisors requested that the Assessor’s office obtain a guidance letter from the Department of Taxation which provided more information on whether or not the change in the law was in fact retroactive and that the qualified systems were not only exempt from taxation as of July 1, 2011, but that any Qualified Systems built prior to that date were exempt as well. The Assessor’s Office has received a Guidance Letter from the Department of Taxation, Division of Assessment Standards in regards to exemption afforded under NRS 701A.200.

12. Fire

For Possible Action: To authorize the mayor to sign an agreement to provide wheelchair van services between Carson Tahoe Regional Health Care, a Nevada non-profit corporation, and Carson City Fire Department. (*Stacey Giomi*)

Staff Summary: This agreement has been developed at the request of Carson Tahoe Regional Healthcare who is in need of wheelchair van services in order to facilitate patient transportation between health care facilities in the region and Carson Tahoe's acute care hospital on Medical Parkway. The Fire Department is willing and able to provide these services as a natural extension to the Gurney transportation services provided by the Ambulance Division.

13. City Manager

For Possible Action: To adopt Bill No. 104, on second reading, an ordinance amending Title 7 Animals by amending Chapter 7.13 - Licensing and Regulation and by adding Chapter 7.02 Beekeeping and other matters properly related thereto. (*Larry Werner*)

Staff Summary: The existing regulations contained in the Carson City Municipal Code are outdated and do not reflect the current process and procedures for beekeeping within an urban setting. The modifications and additions would provide an opportunity for more citizens to keep bees in a healthy and safe environment.

14. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1112-148 pursuant to NRS 354.624 with Kafoury Armstrong & Co. to provide auditing services for a task based contract for a not to exceed amount of \$304,010.00 to be funded from various funding sources. (*Kim Belt*)

Staff Summary: Carson City received sealed Statement of Qualifications (SOQ) to perform the City's Audit function on February 3, 2012 at 11:00 a.m. The SOQ was e-mailed to Certified Public Accountants that performed Municipal Audits, published in the Nevada Appeal and posted on Carson City's website on January 13, 2012. The SOQ's were opened at approximately 11:10 a.m. on February 3, at 201 North Carson Street, Carson City, Nevada 89701, and sent for review by the Finance Review and Selection Committee. SOQ's were received from the following: Barnard Vogler & Co.; Gallina, LLP; Kafoury Armstrong & Co.; J.A. Solari & Partners LLC and Piercy Bowler Taylor & Kern.

At the February 14, 2012 Audit Committee meeting the Committee approved the Finance Review and Selection Committees recommendation for contract award to Kafoury, Armstrong & Co. Certified Public Accountants for the Carson City External Audit Function.

- B) For Possible Action: To approve Task No. 1 for Contract No. 1112-148 with Kafoury Armstrong & Co. to provide auditing services for FY 2011/2012 and to designate Kafoury, Armstrong & Co. as the auditing firm for FY 2011/2012. (*Kim Belt*)

Staff Summary: Carson City is required to designate an auditor on an annual basis per NRS 354.624.

- C) For Possible Action: To determine that Contract No. 1112-174 is a contract for items which may only be contracted from a sole source and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-174 a request for Communication Equipment Purchase provided by

Sierra Electronics for a not to exceed cost of \$427,000.00 with a contingency of \$42,000.00 to be funded from Fleet- Radio Maintenance Funds for Fiscal year 2012/2013. *(Kim Belt)*

Staff Summary: All two-way radios that the city uses must comply with the Federal Communications Commission (FCC) requirement to transmit using narrowband capability. This capability allows the separation between assigned "channels" to be doubled there-by increasing capacity in the two-way radio spectrum. Many of Carson City's radios are not narrowband capable; these radios must be replaced by December 31, 2012. This purchase will bring Carson City into compliance with the FCC's narrowband requirement by providing new radios and having them installed within our radio system. This contract will be a task based contract with Task 1 to be the replacement of wideband radios with narrowband compliant radios including infrastructure upgrade and Task 2 will be to improve coverage by adding fill in sites.

15. Parks and Recreation

For Possible Action: To approve a recommendation from the Parks and Recreation Commission and the Parks and Recreation Department regarding opposition to the "American Energy and Infrastructure Jobs Act transportation bill. *(Sean Lehmann & Roger Moellendorf)*

Staff Summary: The Parks and Recreation Commission as well as the Parks and Recreation Department are recommending that the Board of Supervisors take official action to oppose the "American Energy and Infrastructure Jobs Act" as they believe that the legislation will negatively impact Carson City's ability to fund important city infrastructure projects such as bike lanes, pedestrian pathways, and safe route to school projects.

16. Finance

For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2011. *(Nick Providenti)*

Staff Summary: City staff is requesting that the Board accept 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. As per last year, the city will use the OMB Circular A-87 Cost plan and will remove any costs associated with the City Manager's Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund. The City will use the Full Cost Allocation plan for amounts charged to all other Enterprise and Special Revenue Funds.

The Board had previously accepted the Cost Allocation Plan at their March 1, 2012 meeting as a consent item. For the transferring of money from an enterprise fund, NRS 354.613(1)(c) requires "For a cost allocation for employees, equipment or other resources related to the purpose of the enterprise fund which is approved by the governing body under a *nonconsent* item that is separately listed on the agenda for a regular meeting of the governing body."

17. Public Works - Planning

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Lumos and Associates (property owner: John and Frances McGinnis) to abandon seven feet of right-of-way adjacent to North Walsh and eight feet of right-of-way adjacent to East Caroline Street on property located at 601 and 613 North Walsh, APN's 004-246-01 and -03, and authorize the mayor to sign the Order of Abandonment. *(AB-12-009) (Lee Plemel)*

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, this request is to abandon a portion of the right-of-way adjacent to these parcels, which was reserved for Carson City as part of the Musser Division. The abandonments will make the right-of-way width conforming to the existing improvements.

– TIME APPROXIMATE – 10:00 A.M. –

18. Recess as Board of Supervisors

Redevelopment Authority

19. Call to Order & Roll Call – Redevelopment Authority

20. For Possible Action: Approval of Minutes - January 19, 2012 & February 2, 2012

21. Office of Business Development

For Possible Action: To prioritize and recommend to the Board of Supervisors the approval of the expenditure of \$100,000 for Special Event funding from the Redevelopment Revolving Fund for Fiscal Year 2012-13. (*Lee Plemel*)

Staff Summary: The Redevelopment Authority annually funds special events within the Redevelopment District from a portion of the Revolving Fund. On March 5, 2012, the Redevelopment Authority Citizens Committee (RACC) recommended approval of funding to expend up to \$100,000 from the fiscal year 2012-13 Revolving Fund for certain special events. The Redevelopment Authority has received more requests for funding (\$118,275 total) than expected Redevelopment funds available (approximately \$100,000) to support the requests, leaving a funding shortfall of approximately \$18,275. The requests include \$2,500 for Nutcracker Ballet, \$2,500 for Sierra Nevada Ballet 2012 Peanutcacker, \$5,000 for Capital City Arts Initiative, \$15,000 for the Carson City Rendezvous, \$5,000 for the Silver Dollar Car Classic, \$10,000 for Battle Born Days, \$25,000 for RSVP events (4th of July Fair, Nevada Days Fair and Spring Fun Fair), \$15,000 for Farmers Market, \$25,000 for Nevada Day, \$4,000 for Jazz! Carson City 2012 Music Festival, and \$9,275 for Silver & Snowflakes Holiday Tree Lighting.

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

23. Reconvene as the Board of Supervisors

24. Office of Business Development

For Possible Action: To adopt a resolution authorizing the expenditure of \$100,000 for Special Event funding from the Redevelopment Revolving Fund for Fiscal Year 2012-13. (*Lee Plemel*)

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

Staff Summary: The Redevelopment Authority annually funds special events within the Redevelopment District from a portion of the Revolving Fund. On March 5, 2012, the Redevelopment Authority Citizens Committee (RACC) recommended approval of funding to expend up to \$100,000 from the fiscal year 2012-13 Revolving Fund for certain special events. The Redevelopment Authority has received more

requests for funding (\$118,275 total) than expected Redevelopment funds available (approximately \$100,000) to support the requests, leaving a funding shortfall of approximately \$18,275. The requests include \$2,500 for Nutcracker Ballet, \$2,500 for Sierra Nevada Ballet 2012 Peanutcraacker, \$5,000 for Capital City Arts Initiative, \$15,000 for the Carson City Rendezvous, \$5,000 for the Silver Dollar Car Classic, \$10,000 for Battle Born Days, \$25,000 for RSVP events (4th of July Fair, Nevada Days Fair and Spring Fun Fair), \$15,000 for Farmers Market, \$25,000 for Nevada Day, \$4,000 for Jazz! Carson City 2012 Music Festival, and \$9,275 for Silver & Snowflakes Holiday Tree Lighting.

NRS 279.628 permits the expenditure of money from the redevelopment revolving fund for the purpose of any expenses necessary or incidental to the carrying out of the redevelopment plan adopted by the Carson City Board of Supervisors.

25. 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

26. 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.

27. For Possible Action: To Adjourn

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.

This agenda and backup information are available on the City's website at 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: March 29, 2012