



**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: April 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 - Justin Simmons, Capital Christian Center**
- 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 15, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "Nevada Wildfire Awareness Week," April 28 - May 5, 2012. (*Stacey Giomi*)

- 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. Sheriff

For Possible Action: To accept grant number 22-408TR-5.2, Citation Device Compatibility Upgrade in the amount of \$12,486. *(Ken Furlong)*

Staff Summary: This grant has been awarded by the Nevada Department of Public Safety, Office of Traffic Safety and will be used to purchase handheld citation devices which are compatible with the NCATS Modernization software. These devices enable traffic crash and citation data to be electronically maintained and transmitted, thus freeing up law enforcement resources for other necessary duties while creating a valid data set to assist management in determining priorities for resource allocation.

9-2. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through April 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 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.

B) 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 \$53,154.13 for Contract No. 1011-241 titled Carson City Corporate Yard Salt/Cinder Building and Solar Photovoltaic System to Frank Lepori Construction, Inc. *(Kim Belt)*

Staff Summary: Project consisted of installing a complete and turnkey Pre-Fabricated Metal Building, Interior and Exterior Electrical and Lighting System, and Solar Photovoltaic System at the Corporate Yard facility adjacent to the existing Salt Shed.

C) For Possible Action: To approve Contract No. 1112-178, Joinder Contract with RO Bus Sales through the Houston-Galveston Area Counsel (H-GAC) for the purchase of two (2) 2012 E-350 Braun Mobility Vans for a not to exceed amount of \$101,298.78 to be funded from the Capital Outlay/Wheelchair Mobility Vans Fund as provided for in FY 2012/2013. (File No. 1112-178) *(Kim Belt)*

Staff Summary: Carson City Fire Department is purchasing two (2) 2012 E-350 Braun Mobility Vans to provide wheelchair van services to facilitate patient transportation between health care facilities in the region and Carson Tahoe's acute care hospital on Medical Parkway. This purchase is in accordance with the agreement between Carson Tahoe Regional Health Care, a Nevada non-profit corporation, and Carson City Fire Department, which was approved at the April 5, 2012 Board of Supervisors meeting.

- D) For Possible Action: To accept Health and Human Services recommendation to approve Amendment No. 1 to Contract No. 1112-041 with Physician Select Management, LLC., titled "Healthcare Professional Services" to change the scope of work and increase the contract in an amount of \$48,000.00 from \$155,000.00 to \$203,000.00. (*Kim Belt*)

Staff Summary: On June 2, 2011, the Carson City Board of Supervisors approved the above listed contract in the amount of \$155,000.00. This request is to amend the contract scope of work and amount. This contract is to provide Professional Services which includes providing clinical services, by appointment, as well as walk-in services to Carson City residents and with this amendment Douglas County residents would be included.

9-4. Public Works

For Possible Action: To accept Public Works recommendation to have the Mayor execute the water right transfer documents from Carson City to the Town of Minden in conformance with Section 4 of the "Interlocal Agreement By and Between Carson City and the Town of Minden for the Sale and Transfer of Water Rights and the Delivery of Water," dated February 5, 2010. (*Thomas Guinn*)

Staff Summary: Pursuant to Section 4 of Interlocal Agreement By and Between Carson City and the Town of Minden for the Sale and Transfer of Water Right and the Delivery of Water, dated February 5, 2010, Carson City is executing the Water Rights Deed for the pending water applications to the Town of Minden. The 1250 Acre Feet of water that Carson City purchased is already in the Town of Minden's name with a place of use including Carson City. This action would transfer another 1250 Acre Feet of Carson City, Carson Valley Water Rights to the Town of Minden. The Applications to establish the above transfer have been through the State Engineering process without protest and are awaiting the filing of the Water Rights Deed for final processing and permit issuance by the Division of Water Resources.

9-5. Parks and Recreation

For Possible Action: To authorize the City Manager to execute documents designating Carson City as a cooperating agency regarding the preparation of a revised Resource Management Plan and Environmental Impact Statement for the Bureau of Land Management Carson City District. (*Juan Guzman*)

Staff Summary: This action is to authorize staff to join other agencies in assisting the BLM with the preparation of an update to the Resource Management Plan and related Environmental Impact Statement as a cooperating agency. Carson City's responsibilities include the review of draft documents and the costs are to be covered through the standard staff duty functions. The City Manager or his designee will become the point of contact for this effort, which is expected to last approximately 15 months.

9-6. 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 March 6, 2012 thru April 9, 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 ratify the City Manager's signature on, and adopt the Resolution for, an Intrastate Interlocal Contract between State of Nevada acting by and through its Governor's Office of Economic Development and the City of Carson City. (*Larry Werner*)

Staff Summary: The Interlocal Agreement provides that Carson City will compile information and provide analysis regarding agriculture based businesses and the Governor's Office of Economic Development will pay Carson City \$70,000.

(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 16, 2012

13. Public Works - Business License

- A) For Possible Action: To approve Tonya Laney as an additional liquor manager for the Carson Nugget (Liquor License #12-27165) located at 507 N. Carson St., Carson City. (*Jennifer Pruitt*)

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

- B) For Possible Action: To approve Catherine Evans as the liquor manager for the Crossroads Lounge (Liquor License #12-29279) located at 300 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. Catherine Evans 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. Public Works - Planning

For Possible Action: To recommend to the Department of Housing and Urban Development (HUD) approval of the Carson City 2012-13 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. (*Lee Plemel*)

Staff Summary: The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. At the March 15, 2012 Board of Supervisors meeting, the Board reviewed and approved the 2012-13 CDBG Public Services and Public Improvements funding

recommendations. The CDBG funding available to Carson City for fiscal year 2012-13 is estimated to be \$354,820.

18. Office of Business Development

For Possible Action: To approve the renewal of Carson City’s membership in the WNDD (Western Nevada Development District) and authorize the payment of the Fiscal Year 2012-13 dues in the amount of \$5,500. (*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. The Board of Supervisors asked staff to evaluate the benefits of Carson City’s participation in the WNDD and provide a report prior to renewing the City’s membership. Current WNDD members are Carson City, the Counties of Douglas, Lyon, Storey, Churchill, Mineral, Pershing, and Humboldt, and the Cities of Winnemucca, Fallon, Fernley, Yerington, and Lovelock.

19. Office of Business Development & Parks and Recreation

For Possible Action: To accept the Cultural Commission annual report and work plan. (*Lee Plemel & Karen Abowd*)

Staff Summary: The Cultural Commission is required by CCMC 2.41.060(7) to submit an annual report and work-plan to the Board of Supervisors no later than May 1 of each year.

20. Finance

Presentation and discussion with staff of the proposed 2012-13 Fiscal Year budget for Carson City which includes the general fund, enterprise funds and all other funds. (*Nick Providenti*)

Staff Summary: Staff has prepared a balanced budget in light of the severe financial hardships that are facing the city. The goal for this and future years is to balance expenditures to revenues by reducing programs, containment of staffing and implementing efficiencies where identified. Staff will present the assumptions made during the process and the outlook for the future.

21. Recess as Board of Supervisors

Redevelopment Authority

22. Call to Order & Roll Call – Redevelopment Authority

23. Finance

Presentation and discussion with staff of the proposed 2012-13 Fiscal Year budget for the Carson City Redevelopment Authority. (*Nick Providenti*)

Staff Summary: Staff will present the Redevelopment Authority budget along with the assumptions used to build the budget.

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

25. Reconvene as the Board of Supervisors

26. 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

27. 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.

28. 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: April 12, 2012