



**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**

Day: Thursday
Date: May 3, 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 - Ken Haskins, 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 - April 5, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - A) Introductions of Senator Ben Kieckhefer and Assemblyman Pete Livermore. *(Mayor Crowell)*
 - B) Presentation of a proclamation for "Historic Preservation Month," May 1-31, 2012. *(Mike Drews /Jennifer Pruitt)*

- C) Presentation of the 2012 Historic Preservation Awards.(HRC-12-001) *(Mike Drews/Jennifer Pruitt)*

Staff summary: The Historic Resources Commission would like to recognize the significant historic preservation efforts of Arthur A. Hannafin, Architect in celebration of the Historic Preservation Month of May.

- D) Presentation of a proclamation for “Invasive Species Awareness Week,” May 13-19, 2012. *(Margie Evans, Carson City Weed Coalition and Ann Bollinger)*

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. Sheriff

For Possible Action: To approve the Department of Homeland Security Grant FFY09-State Homeland Security Program, in the amount of \$7,750.40. *(Ken Furlong)*

Staff Summary: This grant will enhance the capabilities of the Carson City Sheriff’s Office, Investigative Division. The grant will fund two investigators to attend the Cellebrite UFED Certification Course. This training will enhance our capabilities of conducting forensic examination of mobile devices.

9-2. Treasurer

For Possible Action: To accept the acknowledgment of Affidavit of Delinquent Notice Mailing For Real Property Taxes. *(Alvin Kramer)*

Staff Summary: Per NRS 361.5648(3), within 30 days after mailing the original notice of delinquency, the tax receiver shall issue his personal affidavit to the board of county commissioners affirming that due notice has been mailed with respect to each parcel.

9-3. District and Justice/Municipal Courts

For Possible Action: To approve the First Judicial District Court proposed budget for fiscal year 2013 for \$27,756 for an estimated reimbursement from the State Child Support Enforcement Program in the amount of \$24,074 and the proposed budget for fiscal year 2014 for \$28,336 for an estimated reimbursement from the State of Child Support Enforcement Program in the amount of \$24,605. *(Max Cortes)*

Staff Summary: On March 17, 2011, the Board of Supervisors approved an Interlocal contract between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court and Storey County and Carson City, to recruit and appoint court masters to hold child support hearings and other matters properly related thereto. Each fiscal year, the First Judicial District Court must submit budget requests to the State of Nevada. As a requirement by the State of Nevada, proposed budgets for fiscal years 2013 and 2014 must

be approved by the Board of Supervisors to receive reimbursement from the State of Nevada and to ensure budgets approved by the state are consistent with budgets approved by the Board of Supervisors. The State of Nevada reimburses 100% of the salary and benefits for the time the Juvenile Special Master spends on child support matters and 66% of the salary and benefits for all other employees who assist with the adjudication of child support matters.

9-4. Finance

- A) For Possible Action: To confirm the engagement of Swendseid & Stern as bond counsel to Carson City, Nevada in connection with the \$1,100,000, Carson City, Nevada General Obligation (Limited Tax) Medium-Term Bond, Series 2012. (*Nick Providenti*)

Staff Summary: The agreement between the City and the firm of Swendseid and Stern sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

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

9-5. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1112-175 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Manhard Consulting Ltd., to provide Professional Services for the Regional Transmission Main Engineering through December 31, 2012 for a not to exceed amount of \$85,000.00 to be funded from the Regional Pipeline Project Account Fund as provided FY 2011/2012. (*Kim Belt*)

Staff Summary: This contract is to provide Professional Services which include: Coordination with Douglas County for a Site Improvement Permit to include exhibits and legal descriptions, Calculations and Hydrology Study for the Floodplain adjacent to Vista Grande, Lompa Agreement Coordination and Record of Survey preparation and recording, Right-of-Way Dedications and Surveying Services for the Regional Transmission Main Project and modification to the plans, specifications and cost estimates for the Costco Intertie Project.

- B) For Possible Action: To approve Contract No. 1112-183 pursuant to NRS 332.115(1)(b) and NRS 625.530 with HDR Engineering, Inc., to provide Inspection services for Carson City Freeway Relocation Project through December 31, 2012 for a not to exceed amount of \$116,680.00 to be funded from NDOT Bypass Reimbursable/Non-reimbursable Water and Sewer Account Funds as provided FY 2011/2012. (*Kim Belt*)

Staff Summary: This contract is to provide Professional Services which include: Provide a full-time construction inspection for 80 working days, limited project management to augment construction inspector, access to materials inspection and testing services to augment NDOT's services should the need arise and construction administrative services. Per the reimbursement agreement between Carson City and NDOT, Carson City will be reimbursed approximately 54.58% (\$63,683.94) for the above listed Professional Services.

- C) For Possible Action: To determine that Contract No. 1112-184 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. 1112-184 a request for Repair of D5LL rotating Assembly and Cyclo Gear for the Wastewater Treatment Plant provided by Andritz Separation Inc. for a not to exceed cost of \$82,625.87 to be funded from Sewer Equipment Repair and Maintenance Account Fund for fiscal years 2011/2012 and 2012/2013. (*Kim Belt*)

Staff Summary: One of the final processes at the Waste Water Reclamation Plant is the dewatering of digested sludge through the use of two Andritz D5LL centrifuges. Both centrifuges are approximately 13 years old and one of the centrifuges has reached a point of failure; requiring the internal mechanisms to be overhauled. The centrifuges were installed to eliminate odors that resulted from a previous practice of diverting digested sludge to the drying beds, and thus are a critical component to the overall operations of the plant. Staff is recommending a sole source contract with Andritz Separation Inc. in order for the centrifuge to be brought back to manufacturer's standards and specifications.

- D) For Possible Action: To accept the Fire Departments recommendation on P.O. No. 2012-098 and acknowledge the emergency purchase of a 2012 Ford F350 Chassis from Ross Equipment Company for a not to exceed cost of \$68,824.00 to be funded from Insurance Fund Account as provided in FY 2011/2012. (File 1112-186) (*Kim Belt*)

Staff Summary: Pursuant to NRS 332.112 Emergency Contracts, "If the authorized representative, chief administrative officer or governing body of the local government determines that an emergency exists affecting the public health, safety or welfare, a contract or contracts necessary to contend with the emergency may be let without complying with the requirements of this chapter. If such emergency action was taken by the authorized representative or chief administrative officer, he or she shall report it to the governing body at its next regularly scheduled meeting."

This purchase was declared an emergency by Larry Werner, City Manager, on April 12, 2012. Stacey Giomi, Fire Chief researched and determined that the complete replacement of the ambulance, which was totaled in an accident in March 2012, was not cost effective and found a contractor to replace the damaged chassis of the ambulance.

- E) For Possible Action: To approve Contract No. 1112-186, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its disposal 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 at Ross Equipment Company (firm contracted to replace the ambulance chassis totaled in a March 2012 accident) or other disposal site.

9-6. Public Works

For Possible Action: To approve and authorize the Mayor to sign a Non-Exclusive Utility Easement by and between the State of Nevada, acting through the Nevada Division of State Lands, for and on behalf of the Nevada Department of Administration, Division of Buildings and Grounds (grantor), and Carson City (grantee), whereby the State will grant the City an easement across Assessor's parcel number 004-122-01 for the purposes of maintaining an existing underground water distribution system and existing above ground supporting equipment for Well #49. (*Jeff Sharp*)

Staff Summary: The City holds an easement from the State for Underground Utilities dated April 11, 2003 and a Lease for Water Well dated April 11, 2003. The State wishes to consolidate the uses into one single easement. The previous lease fee of \$1,250 per year and the easement fee of \$1,650 per year have been combined into one annual payment in the amount of \$2,900 due June 1st of each year, with no increase in fees. The original documents will be terminated upon final execution of this Non-Exclusive Easement.

9-7. Parks and Recreation - Open Space

For Possible Action: To approve a time extension on Interlocal Agreement Amendment #1 providing for a cooperative working relationship among ten agencies for the development of the Stateline to Stateline Bikeway. (*Ann Bollinger*)

Staff Summary: Previously referred to as the “Lake Tahoe Bike Path,” the original Interlocal Agreement, approved by the Board of Supervisors in December 2006, will expire in May 2012. The new term was selected to coincide with the State Question #1 funding agreement. Additionally, the project continues to move forward, hence the need to maintain a formal agreement among the agencies.

(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. Sheriff

For Possible Action: To accept an award from the Helen Close Charitable Foundation in the amount of \$20,000. (*Ken Furlong*)

Staff Summary: The Helen Close Charitable Foundation was founded by Helen Close in 1985. In honoring Ms. Close’s philanthropic causes, the Foundation accepts grant applications from organizations whose purposes include public safety, animal welfare and educational ranch experiences for inner city children. The Sheriff’s Office currently has three Police Service Canines. One of those canines – Troy – has developed a serious medical condition which will cause him to retire much earlier than expected. This award will be used to purchase two Police Service Canines – one to replace Troy and one to expand the canine program.

12. Public Works

For Possible Action: To approve and authorize the Mayor to sign an Agreement by and between Carson City and Vidler Water Company, Inc which provides for dedicating and banking certain water rights with Carson City. (*Andy Burnham*)

Staff Summary: This agreement provides for Vidler Water Company to dedicate water rights to Carson City and be banked for future use within Lyon County or Carson City and in the interim Carson City can utilize the water rights at no cost.

13. Public Works - Building

For Possible Action: To introduce on first reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05, Building Code, Section 15.05.020, Adoption and Administration of Building and Construction Codes, by adding Sections 109.3.5 Roof Nail Inspection, 109.3.7 Insulation Inspection, 109.3.8 Lath and Gypsum Board Inspection, and 109.3.10 Energy Efficiency Inspections; repealing a portion of Section 106.3, Examination of documents, to exclude certain items from the plan review process; repealing the adoption of the 2006 International Energy Conservation Code and adopting the 2009 International Energy Conservation Code and the 2011 Northern Nevada Amendments; and other matters properly related thereto. *(Kevin Gattis)*

Staff Summary: The proposed language would reestablish certain inspections and plan review items that were repealed in December of 2009 due to reduced staffing. The staffing issues still exist, however, with the State of Nevada mandating the adoption and enforcement of the 2009 International Energy Conservation Code it is necessary to reestablish the inspections and plan review that were discontinued in 2009.

14. Clerk-Recorder

For Possible Action: To adopt a resolution authorizing the Mayor to sign an Intrastate Interlocal Contract between State of Nevada acting by and through the Nevada Secretary of State's Office and Carson City. *(Alan Glover)*

Staff Summary: The Nevada Secretary of State is developing the Nevada Online Voter Access project (NOVA). Carson City and Douglas County have a contract with Election Systems and Software (ES&S). This contract must be modified in order to complete the work. The interlocal contract is between the State of Nevada and Carson City for payment by the State of Nevada to ES&S.

15. City Manager

For Possible Action: To adopt policies and procedures for the City's Boards, Committees and Commissions. *(Larry Werner)*

Staff Summary: The requested action is to establish policies and procedures for defining the purpose and authority, applications for appointment, appointment authority, appointment procedures, terms and term limits, attendance policy, multiple appointments, conflict of interest, public process, lobbying, removal of members, staff support, organizational procedures and procedures for establishing new boards, committees, and commissions.

16. 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

EVENING SESSION – 5:30 P.M.

17. City Manager

For Possible Action: To appoint one member to the Carson City Open Space Advisory Committee to fill a one-year term that will expire in January 2013. *(Larry Werner)*

Staff Summary: CCMC Chapter 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 a member's resignation. Tom Baker, Laura Fitzsimmons, Wayne Perock, and Paul Pugsley have applied for appointment.

18. 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.

19. 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: April 26, 2012