



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

Day: Thursday
Date: July 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 - Bob Chambers, First Baptist 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 - June 21, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for AMA International Women & Motorcycling Week, July 23 - 29, 2012.
(*Tigra Tsujikawa, Marketing Manager for American Motorcyclist Association*)

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. District Attorney

For Possible Action: To approve an upgrade of one Deputy District Attorney I position to a Deputy District Attorney II position within the Carson City District Attorney’s Office. *(Neil Rombardo)*

Staff Summary: Approval of this upgrade will change the position allocations in the District Attorney’s Office from four (4) Deputy District Attorney I positions and one (1) Deputy District Attorney II positions to three (3) Deputy District Attorney I positions and two (2) Deputy District Attorney II positions. Upgrade of one position will permit the promotion of an existing Deputy District Attorney based on merit and provide the District Attorney’s Office the ability to retain qualified, experienced and local professionals to represent Carson City.

9-2. Treasurer

For Possible Action: To approve the partial removal and partial refund of taxes to the 2011-2012 Real Property Tax Roll on parcels #3-037-01;#10-531-23; #9-091-08; #3-033-10; #9-322-17; #3-361-13; #2-672-16; #8-031-06; #8-093-05 due to donation of Veteran's Exemption to the Veteran’s Home. *(Al Kramer)*

Staff Summary: Per NRS 361.0905 Section 1, qualified Veteran's Exemption can go to State Veteran’s Home established pursuant to NRS 417.145

9-3. Finance

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

9-4. 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 \$75,253.55 for Contract No. 1112-144 Carson City Waste Water Treatment Plant Solar Photovoltaic Project to Nelson Electric Co. *(Kim Belt)*

Staff Summary: The Solar Photovoltaic Project consisted of installing a complete and turnkey Solar Photovoltaic System. This project required the Bidder to furnish a ground-mount solar photovoltaic array including solar panels, inverter, and solar panel racking system at the designated North East property location; installing the inverter, required electrical protection devices, and shaded enclosure adjacent to the array; installing conduit and wiring from the array to the main switchgear; installing the electric net

meter and other necessary appurtenances; installing a data acquisition system and displays at the Waste Water Treatment Plant & modifying existing City Hall, Corporate Yard, & Public Works displays; and coordinating interconnection activities with the local utility company.

Carson City will receive \$1,410,000.00 in Nevada Power Rebate upon completion of the project.

9-5. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 12, 2012 thru July 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.

(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 - June 7, 2012

13. Public Works - Business License

For Possible Action: To approve James Rowan Colgan as the liquor manager for Mo & Sluggo's Bar & Grill (Liquor License #13-29087) located at 110 W. Telegraph St., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. James Rowan Colgan is purchasing Mo & Sluggo's and is applying to be listed as the liquor manager on the liquor license.

14. Public Comment

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

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

18. Treasurer

For Possible Action: Public Hearing on the city investment policy and review and action to accept the policy as presented. *(Al Kramer)*

Staff Summary: According to the Carson City Charter, Sec. 3.045 2(d), the Treasurer shall establish and maintain a policy for the investment of the surplus money of Carson City. The board of supervisors shall review the policy at least once a year at a public hearing at which public comment is accepted.

19. Finance

- A) For Possible Action: To introduce on first reading, an ordinance amending the Carson City Municipal Code, Title 2, Administration and Personnel, Chapter 2.14, Carson City Audit Committee, amending Section 2.14.040, Responsibilities of the Carson City Audit Committee, by adding additional review and recommendation responsibilities regarding the adequacy of city department and office performance measures for the purposes of internal audits, setting forth auditing standards, and requiring the committee to oversee the internal auditor's creation and implementation of fraud, waste and abuse identification processes and reporting, and other matters properly related thereto. *(Bill Prowse, Audit Committee Vice Chair)*

Staff Summary: The original ordinance, as amended, listed a number of responsibilities of the Carson City audit committee but did not require the internal auditor to perform his duties in conformance with professional standards, such as are required for external financial auditors, the legal profession, engineers, building inspectors and other professions. Such standards are required of internal audit organizations worldwide. These standards help ensure any persons performing internal audit work for Carson City meets basic levels of independence, qualifications, experience, ability and that conclusions and recommendations are adequately reported. Further, the existing ordinance does not include provisions that the internal auditor review the adequacy of the city departments' or offices' performance measures. Finally, the City does not have established processes to identify potential fraud, waste and abuse (FWB) of city resources and property nor to respond to such situations if identified. The amended ordinance directs the internal auditor to create and implement processes to identify potential FWB of city resources and property and establish a findings protocol regarding any such issues identified by the internal auditor.

- B) For Possible Action: To adopt a resolution indicating the intent of Carson City, Nevada, to issue its Hospital Revenue Refunding Bonds for the purpose of refunding certain Hospital Revenue Bonds previously issued by Carson City, Nevada, for the benefit of Carson Tahoe Regional Healthcare; fixing the time and place of a hearing concerning such bonds; providing for the publication of a notice concerning such hearing; approving the form of an agreement between Carson City, Nevada and Carson Tahoe Regional Healthcare; and prescribing other details in connection therewith. *(Nick Providenti)*

Staff Summary: NRS Sections 244A.669 to 244A.763 authorizes a public hearing on the issuance of hospital refunding bonds for, and a preliminary agreement with, Carson Tahoe Regional Healthcare.

20. Public Works - Planning and Zoning

For Possible Action: To adopt a Resolution amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2013 and 2014 and estimating the maximum number of residential building permits for the years 2015 and 2016; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and

industrial building permits as a threshold for growth management commission review. (GM-12-026) (*Lee Plemel*)

Staff Summary: The Board of Supervisors is required to annually establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a growth rate of three percent. The commercial and industrial daily water usage threshold has historically been 7,500 gallons per day, above which Growth Management Commission approval is required.

21. District Attorney

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 2 - Administration and Personnel, creating a new Chapter 2.44 – Financial Administration, and creating a new Section 2.44.010 – Majority Voting Required on Use of Public Funding for Carson City Center Project, to Require an Affirmative Vote of the Majority of the People Before Public Funding Can Be Used for the Carson City Center Project, and other matters properly related thereto. (*Randal Munn*)

Staff Summary: Pursuant to NRS 295.095 Petitioners filed their Affidavit For Petitioners' Committee and sample Initiative Petition ordinance at the Clerk-Recorder's office on February 1, 2012. The Initiative Petition ordinance, as signed by various Carson City voters, was submitted on June 27, 2012, for "Certification of Sufficiency" pursuant to NRS 295.105. On July 6, 2012, the Certification of Sufficiency that the petition contained sufficient signatures to qualify for consideration was issued by the Clerk-Recorder. The 30-day time limit ("within 30 days after the date the petition was finally determined sufficient" NRS 295.115(1)) for the Carson City Board of Supervisors to adopt the certified initiative ordinance expires on Sunday August 5, 2012. The initiative ordinance adopted by the Board, if any, must be "without any change in substance" from that of the circulated petition's. If the Board adopts the initiative ordinance on first reading at its July 19, 2012 meeting, a second reading adoption at its August 2, 2012 meeting would satisfy both the Carson City Charter and NRS 295.115(1). If the Board rejects adoption, then the Board must submit the Initiative Petition ordinance to the voters as a ballot question at the November 6, 2012 general election or otherwise sue to keep it off the ballot. Arguments for and against would be developed by appointed committees pursuant to NRS 295.121.

22. City Manager

- A) 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. The document being presented has been edited to incorporate comments that were suggested at the May 3, 2012 meeting.

- B) For Possible Action: Discussion and possible action to authorize the Mayor to sign a letter to Governor Sandoval requesting that his recommended 2013-2015 budget not include cost shifts, unfunded mandates or revenue diversions that impact county government, including those enacted in the 2011 Legislative Session. (*Larry Werner*)

Staff Summary: Nevada Association of Counties (NACo) is urging Nevada counties to express their concerns to Governor Sandoval regarding the potential future State impacts on counties and request that he consider the needs of county governments as he prepares his biennial budget.

23. 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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 3:00 P.M. –

24. City Manager

- A) For Possible Action: To appoint three members to the Carson City Convention & Visitors Bureau, one Citizen-at-Large, one representative of the Hotel/Motel Industry, and one representative of Other Commercial Interests, each for a 2-year term that will expire in July 2014. (*Larry Werner*)

Staff Summary: NRS 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Convention & Visitors Bureau. The categories for representatives are as follows: two members to represent the hotel and motel operators in the city; one member to represent the other commercial interests in the city; one member who is a member of the Board of Supervisors; one member to represent the city at large. There are three positions open due to the expiration of the current members' terms in the following categories: Citizen-at-Large; Hotel/Motel Industry; Other Commercial Interests. There are four new applicants and two reappointment requests. The applicants are Jonathan Boulware, Stan Jones, Stephen McKenzie, and John Vettel. The reappointment requests are from Stephen Lincoln and Delsye Mills.

- B) For Possible Action: To appoint one member to the Carson City Planning Commission for a 4-year term that will expire in June 2016. (*Larry Werner*)

Staff Summary: CCMC Chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one vacancy due to a member's term expiring. There are three new applicants and one reappointment request. The applicants are Romaine Gilliland, Donna Gray, and Mary Sanada. The reappointment request is from Mark Sattler.

25. **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.

26. 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: July 12, 2012