



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

**Day:** Thursday  
**Date:** September 6, 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 - August 2, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "International Day of Peace," September 21, 2012. (*Barbara Scott, Sierra Interfaith Action for Peace*)

- 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. Finance**

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through August 28, 2012 per NRS 251.030 and NRS 354.290. (*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. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – [www.carson.org](http://www.carson.org)

### **9-2. Purchasing and Contracts**

For Possible Action: To determine that Contract No. 1213-098 is a contract for Financial Planning Services, a professional service, and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1213-098 Financial Advisory Services a request for professional services to be provided by JNA Consulting Group through June 30, 2014 for a not to exceed cost of \$199,000.00 funding, to be determined at the time each Task Order is issued, as provided in FY 2012/2013. (*Kim Belt*)

Staff Summary: JNA Consulting Group will provide Financial Planning Services on a Task Order Basis for, but not limited to, Financial Planning and Managing and Issuing Debt Securities.

### **9-3. Public Works**

- A) For Possible Action: To approve the promotion of a Water Technician 1 to a Water Technician 2 within the Public Works Department. (*Thomas Guinn*)

Staff Summary: This Technician has obtained all the required certifications and meets all the required standards for the position. The employee is frequently tasked with leading others in the daily operation of water maintenance and training new employees all of which are part of the Technician 2 responsibilities.

- B) For Possible Action: To approve the promotion of a Wastewater Plant Operator 1 to a Wastewater Plant Operator 2 within the Public Works Department. (*Thomas Guinn*)

Staff Summary: This Operator has obtained all the required certifications and meets all the required standards for the position. The employee has been tasked to develop and document operations standard operating procedures; gain the necessary skills to serve as a backup to the Laboratory supervisor; and is required to lead others in the daily operation of the wastewater treatment, all of which are part of the Wastewater Plant Operator 2 responsibilities.

- C) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign the Joint Funding Agreement for Water Resource Investigations, Carson City and the U.S. Department of the Interior U.S. Geological Survey. *(Thomas Guinn)*

Staff Summary: Adoption of the Resolution approving this agreement will allow continuation for receiving critical stream flow data. This data is essential for Public Works to properly utilize surface water rights, plan and monitor the conjunctive use program and maintain compliance with the Alpine Decree. Carson City's share of the cost is \$48,050.

- D) For Possible Action: To approve an Interlocal Cooperative Agreement between the Carson Area Metropolitan Planning Organization (CAMPO), Regional Transportation Commission (RTC) and Board of Supervisors (BOS), which defines the roles and responsibilities of each body in transportation-related matters in Carson City. It amends and will replace the initial agreement in this regard dated March 14, 2007. *(Patrick Pittenger)*

Staff Summary: The Triennial Review conducted by the Federal Transit Administration (FTA) in May 2012 revealed an item that required addressing in the relationship among these three bodies. The item related to the need for CAMPO, as the grantee of Federal funds, to maintain satisfactory continuing control for capital purchases. The Interlocal Cooperative Agreement, which will amend and replace the initial agreement in this regard dated March 14, 2007, will enable this matter to be resolved and the finding to be closed by FTA. The opportunity was also taken in this Interlocal Cooperative Agreement to provide clean-up and make minor revisions to bring the document up to date.

#### **9-4. Health & Human Services**

For Possible Action: To accept a sub-grant in the amount of \$53,000 for one year from the Nevada Department of Business and Industry Housing Division. This grant will be effective as of July 1, 2012 through June 30, 2014. The purpose of this grant is to provide homeless assistance, homeless prevention and other eligible activities. *(Marena Works)*

Staff Summary: This funding provides for homeless prevention rental assistance, homeless prevention housing and relocation and stabilization and rapid re-housing rental assistance. Eligible applicants must be either homeless or at risk of homelessness, must be willing to continuously seek employment and to set goals during their time in the program to identify the steps necessary to reach housing stability. Partial funding may be used to offset employee wages for time it takes to enter data into the HMIS data system.

#### **9-5. City Manager**

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign the First Amendment to the 2012 Interlocal Agreement between Carson City, Churchill County, Douglas County, Lyon County, Storey County, the First Judicial District, the Third Judicial District, the Ninth Judicial District, for the operation of the Western Nevada Regional Youth Center (WNRYS) to add the Tenth Judicial District to the agreement. *(Larry Werner)*

Staff Summary: The Tenth Judicial District has been created as a separate judicial district covering Churchill County. Churchill County, a party to the interlocal agreement, was previously a member of the Third Judicial District Court.

*(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 - August 2, 2012**

**13. Public Works - Business License**

- A) For Possible Action: To approve Nathaniel Killgore as the liquor manager for Caterpillar's (Liquor License #13-29126) located at 314 S. Carson St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Nathaniel Killgore is wanting to add beer and wine sales to the business.

- B) For Possible Action: To approve Lisa Tucker as the liquor manager for Remedy (Liquor License #13-29092) located at 306 E. William St., Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Lisa Tucker is purchasing the bar formerly known as Toads.

**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. Sheriff**

For Possible Action: To accept Grant Award 09-ARRA-45 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance in the amount of \$28,169. (*Ken Furlong*)

Staff Summary: The law enforcement community coordinates drug and gang enforcement through two multi-jurisdictional units – Tri-Net Narcotics Task Force and Regional Gang Unit – and one specialized support unit in Carson City – Specialized Enforcement Team. While each unit operates independently of each other, the fundamental goal is for these units to overlap and support one another. As well, these units must coordinate and perform individual unique task assignments often in unison with regular patrol units assigned to separate geographical areas.

The Carson City Sheriff's Office has pursued the formation of specialized units as a proactive approach to gathering intelligence information, investigating individuals suspected of gang and drug activity, and eliminating the activity through enforcement efforts. This award provides funding for Mobile Data Computers and hand-held citation devices which will be deployed to the Tri-Net Narcotics Task Force, Regional Gang Unit and Specialized Enforcement Team.

## **19. Public Works - Planning and Zoning**

For Possible Action: To adopt Bill No. 110, on second reading, an ordinance to change the zoning of property located at 510 Linda Kay Ct., APN 004-342-01, from Multi-Family Apartment (MFA) to General Office (GO). (ZMA-12-036) (*Lee Plemel*)

Staff Summary: The Zoning Map Amendment would allow the applicant to develop the 0.15 acre vacant parcel with a small professional office building.

## **20. Finance**

For Possible Action: To adopt Bill No. 111, on second reading, an ordinance designated as the "2012 Highway Revenue Bond Ordinance"; authorizing the issuance by Carson City of its fully registered "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Subordinate Lien Refunding Bonds, Series 2012" for the purpose of refinancing street and highway construction; providing the form, terms and conditions of the bonds and other details in connection therewith; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: This is an ordinance authorizing the issuance of the "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Subordinate Lien Refunding Bonds, Series 2012" and otherwise concerning the bonds and the motor vehicle fuel taxes pledged for their payment. The Regional Transportation Commission passed a Resolution requesting the Board of Supervisors issue the Highway Revenue Refunding bonds at their meeting on August 8, 2012. The estimated par amount of the 2012 Refunding Bonds is \$3,329,200, which will refund \$3,140,000 of outstanding debt. The total interest savings is estimated at \$228,674, with a present value savings estimated at \$197,277.

## **21. 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 July 19, 2012 meeting.

- B) For Possible Action: Discussion and possible action to authorize one, more or all of the Board members to sign a letter to Governor Sandoval, with copies to the City's Legislators, regarding unfunded mandates and shifting of services. The Board may direct specific language and/or direct staff to draft language regarding directed topics for subsequent signature by one, more or all Board Members. (*Larry Werner*)

Staff Summary: The requested action is to prepare a letter from the Board of Supervisors to the Governor regarding the concerns over unfunded mandates and shifting of services from the State to the City. The City Manager has prepared a draft based on the letter that was sent to the Governor by NACO. Supervisor McKenna and Mayor Crowell have prepared similar letters. All three are being brought to the Board for preparation of a final letter and/or direction to staff to prepare the final letter for signature(s).

**22. Human Resources**

For Possible Action: To approve the extension of the City Manager, Larry Werner’s, employment contract effective January 1, 2013 to December 31, 2015. (*Melanie Bruketta*)

Staff Summary: This is a proposal to approve the extension of the City Manager’s employment contract to December 31, 2015. The proposed contract extension contains minor changes to the existing agreement. The City Manager has been receiving a deduction in pay due to increases in the Public Employee’s Retirement System (PERS), and this reduction will continue with the extension of the contract. The contract specifies the benefits and equipment allowances as well. The June review of the criteria, goals and objectives is redundant to the current quarterly review process and is deleted.

**23. District Attorney**

A) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 8, Public Peace, Safety and Morals, Chapter, 8.04 Prohibited Conduct, Section 8.04.25 Assault - Definition - Penalty, by adding the alternative definition of intentionally placing another person in reasonable apprehension of immediate bodily harm to the definition of assault, and other matters properly related thereto. (*Tina Russom*)

Staff Summary: The proposed change to Title 8, Chapter 8.04, makes the Carson City Municipal Code’s definition more consistent with the existing definition of assault under NRS 200.471.

B) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 8, Public Peace, Safety and Morals, Chapter, 8.04 Prohibited Conduct, Section 8.04.121 Theft Offenses - Definitions - Punishment, by amending the threshold dollar amount for which a misdemeanor offense may be charged, and by amending Section 8.04.122 Defrauding Commercial Proprietors, Taxicab Operators, by amending the threshold dollar amount for which a misdemeanor offense may be charged, and other matters properly related thereto. (*Tina Russom*)

Staff Summary: The proposed change to Title 8, Chapter 8.04, makes the Carson City Municipal Code’s definition more consistent with the existing definition of assault under NRS 200.471.

**24. 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

**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**

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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 in the City Manager's Office.*  
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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](http://www.bactv.org).*  
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*This agenda and backup information are available on the City's website at  
[www.carson.org/agendas](http://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: August 30, 2012**