



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

Day: Thursday
Date: September 20, 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 - Bruce Kochsmeier, First Presbyterian 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 16, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "Poverty Awareness Week," October 1 - 7, 2012. (*Joyce Buckingham & Jim Peckham*)

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/increase of the taxes for the 2011/12 and 2012/13 tax years for parcel number 007-181-06 (130 Cogorno Wy) per NRS 361.765 in the amount of \$237.94. (Kimberly Adams)

Staff Summary: The owner of assessor parcel number 007-181-06 (130 Cogorno Wy) was receiving the 3% “owner occupied” tax cap on the above stated property located in Carson City. The owner was also claiming “owner occupied” status in Washoe County. Per NRS 361.4723 (a) “Primary residence of the owner” means a residence which: (1) Is designated by the owner as the primary residence of the owner in this State, exclusive of any other residence of the owner in this State; The property owners actual primary residence is in fact located in Washoe County. The Assessor’s office is requesting that the abatement be adjusted so that the taxes will reflect the correct alternate tax cap for both the 2011/12 and 2012/13 tax year per NRS 361.765. This will result in an increase to the Real Property tax rolls in the amount of \$80.78 (2011/12) and \$157.16 (2012/13), for a total of \$237.94.

- B) For Possible Action: To approve the correction, decrease of the taxes for the 2012/13 tax year for parcel number 008-312-20 (1595 N Lompa Ln) per NRS 361.765 in the amount of \$45.98. (Kimberly Adams)

Staff Summary: Due to a factual error, the improvement value for the property located at 1595 N Lompa Ln (parcel number 008-312-20) was incorrect for the 2012/13 fiscal year. This resulted in an incorrect tax bill for the 2012/13 year. The Assessor’s office is requesting that the current fiscal year taxes be corrected and refunded in the amount of \$45.98 per NRS 361.765.

9-2. Sheriff

For Possible Action: To approve the reclassification of a vacant civilian Sheriff’s Support Specialist position to a sworn Deputy Sheriff position. (Ken Furlong)

Staff Summary: Resulting from the 2010 budget reductions, the detention division staffing was reduced by eight (8) positions. Currently there are 20 sworn positions and two (2) civilian detention positions to staff the facility 24/7. Civilian duty assignments are prohibited from having any direct inmate contact or transport within the facility (such as to and from court).

There are three (3) distinct deputy sheriff defined positions. Of the three (3), and only one can be staffed by a civilian (Control Facility). The reclassification of the vacant civilian position would allow the detention division additional flexibility in staffing and assignments. Further, since civilian employees are prohibited from direct inmate contact, the reclassification would provide for the additional tasking of responding to emergencies and enhance the safety and welfare of both employees and inmates alike.

9-3. 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 September 11, 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.

9-4. Health and Human Services

For Possible Action: To accept a grant in the amount of \$20,000 in wages for a part-time employee and up to \$10,000 to cover other expenses for one year from NeedyMeds. This grant will be effective as of October 15, 2012. The purpose of this grant is to hire an Advocate to promote the NeedyMeds drug discount card and to assist the residents of Carson City to find, apply to and benefit from various programs that assist individuals with their medicine and healthcare costs. (*Marena Works*)

Staff Summary: NeedyMeds is a 501(c)(3) non-profit information resource devoted to helping people in need find assistance programs to help them afford their medications and costs related to health care. With the free NeedyMeds Drug Discount Card individuals can save up to 80% off the price of their prescription medications. The card may be used by those without insurance and by those who decide not to use their insurance. Carson City is being offered this demonstration grant to see if an impact can be realized in the number of people using a drug discount card. This card is valid on name brand and generic drugs.

9-5. Parks and Recreation

For Possible Action: To support and sponsor the efforts of the V&T Railway Reconstruction Commission by applying for a Federal Transportation Administration Sarbanes Grant for approximately \$3 million. (*Juan Guzman / Ken Dorr, Manhard Consulting*)

Staff Summary: If approved, the grant will be used to address a portion of Phase 3B railroad reconstruction work at the Carson River Canyon (Bently and formerly Serpa properties). There is no match money requirement for the project but Carson City and the Bureau of Land Management's concurrence must be obtained in support of the grant.

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 August 7, 2012 thru September 10, 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 appoint Karl Hutter to the Manufacturer position and Stephen Poscic to the Fixed Base Operator position on the Carson City Airport Authority, each for a term that expires in October 2016.

Staff Summary: There are two open positions on the Carson City Airport Authority due to member's terms expiring. One position is for a Manufacturer and the other position is for a Fixed Base Operator. An application was received from Karl Hutter for the Manufacturer position. An application was also received from Stephen Poscic for the Fixed Base Operator position. No other applications were received. Each position is for a four year term that expires in October 2016.

- C) For Possible Action: To approve time extensions for The Seasons LP (Autumn Village I, Amendment No. 4) and The Seasons II LP (Autumn Village II, Amendment No.1) until approximately 2063. (*Larry Werner*)

Staff Summary: The owners are refinancing the debt on the The Seasons LP (Autumn Village I) and The Seasons II LP (Autumn Village II) projects under a HUD program to reduce overall debt service payments to allow for the properties to pay full property taxes. The properties are currently under ground leases with the City expiring in 2060 and 2061 respectively. HUD requires that a ground lease have a maturity no earlier than 50 years. The request is to extend the ground lease to comply with this requirement approximately 2063 for both.

(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 16, 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 wants to add beer and wine sales to the business.

- B) For Possible Action: To approve Rakesh Salhotra as the liquor manager for Cigarettes For Less (Liquor License #13-29164) located at 2182 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. Rakesh Salhotra wants to add packaged liquor sales to the business.

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. 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 8.04.121 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 by adding a mandate that the court order the person who committed the theft to pay restitution, 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 adopt Bill No. 112, on second 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.

19. Parks and Recreation - Open Space

For Possible Action: To determine the fair market value of APN 008-523-09 containing 1.02 acres is \$115,000 and that the fair market value of easements is \$30,000 for county real estate located in the vicinity of Capitol Loans at 5951 Highway 50 East. (*Juan Guzman*)

Staff Summary: The purpose of this hearing is for the Board of Supervisors to determine the fair market value of property and easements on APN 008-523-09 in accordance with the provisions of NRS 244.2795.1(a). This is an initial step of several needed to sell easements and/or the entire property.

20. Public Works

For Possible Action: To approve and authorize the Mayor to sign an agreement by and between William Burnaugh Trust, dated October 9, 2008 and Carson City for Burnaugh to acquire permanent easements on City property located adjacent to Capitol City Loans at 5951 Highway 50 East, APN 008-523-09, for a purchase price of \$30,000.00. (*Jeff Sharp*)

Staff Summary: Burnaugh has existing improvements along the frontage of Highway 50 East that encroach onto property formerly owned by BLM and now owned by Carson City through the Lands Bill. The easements are necessary to provide Burnaugh with legal access and drainage from Highway 50 East as well as to allow existing parking, signage, vehicle display area and building improvements to remain. Burnaugh was permitted to construct the existing improvements and paid property taxes for years on property along Highway 50 East that was thought to be owned by Burnaugh but actually owned by BLM, and now owned by Carson City. Burnaugh’s acquisition of permanent easements will legitimize the existing improvements. The \$30,000 purchase price is based on an appraisal by Johnson Perkins.

21. Human Resources

For Possible Action: Discussion and possible approval of an extension of the City Manager, Larry Werner’s, employment contract effective January 1, 2013 to December 31, 2015. The Board will consider and may discuss Mr. Werner’s performance and professional competence as the Carson City Manager in an open public meeting while deliberating and possibly taking action on the extension of his employment contract. (*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 base bi-weekly salary is proposed to be \$5,330.45. The contract specifies the benefits, equipment and automobile allowances as well.

22. 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

23. 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.

24. For Possible Action: To Adjourn as the Board of Supervisors

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 2:00 P.M. –

Board of Health

25. Call to Order & Roll Call – Board of Health

26. 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 Health. In order for members of the public to participate in the Board's consideration of an agenda item, the Board strongly encourages 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.

27. For Possible Action: Approval of Minutes - June 21, 2012

28. Health

- A) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (*Marena Works*)

Staff Summary: Provide an update on CCHHS. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS.

- B) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer's report concerning activities the Health Officer is engaged in both inside and outside of CCHHS. (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officers engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officers role and the projects she personally works on.

- C) Presentation and discussion only on the Teen Screen Program by Disease Prevention and Control Division Manager Cindy Hannah.

Staff Summary: This is an opportunity to inform the Board of Health of the Teen Screen Program. Teen Screen is a nationally-recognized program developed by Columbia University to identify risk factors associated with depression, anxiety, and alcohol and substance abuse.

- D) Introduction and discussion only on the new Human Services Division Manager. (*Marena Works*)

Staff Summary: This is an opportunity to introduce to the Board of Health Mary Jane Ostrander who is the recently hired manager of Human Services.

- E) For Possible Action: Report and possible acceptance of donations for Animal Services received since the last Board of Health meeting. (*Marena Works*)

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, the donations carry.

- 29. 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.

30. For Possible Action: To Adjourn as the Board of Health

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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.
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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: September 13, 2012