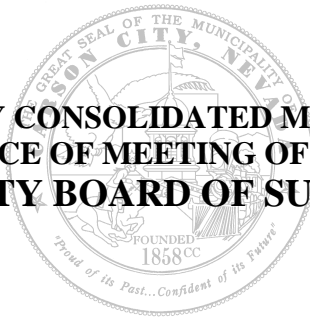


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**



Day: Thursday
Date: October 4, 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 - Pat Propster, Calvary Chapel**
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 - September 6, 2012**
7. **For Possible Action: Adoption of Agenda**

8. **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.

8-1. Assessor

- A) For Possible Action: To approve the correction/increase of the taxes for the 2009/10, 2010/11, 2011/12 and 2012/13 tax years for parcel number 009-302-15 (5400 S Carson St) per NRS 361.765 in the amount of \$3,768.55. *(Kimberly Adams)*

Staff Summary: The owner of Assessor Parcel Number 009-302-15 (5400 S Carson St) was receiving the 3% tax cap on the above stated property located in Carson City. This property is a commercial property with residence and was previously receiving the 3% tax cap on 20% of the property. However, due to a programming change, the property started receiving the 3% tax cap on the entire property instead of only 20%. This error affected the 2009/10, 2010/11, 2011/12 and the 2012/13 real property taxes. The Assessor's office is requesting that the abatement be adjusted so that the taxes reflect the correct percentage of the 3% tax cap for a total of three years plus the current tax year per NRS 361.765. This will result in an increase to the Real Property tax rolls in the amount of \$481.17 (2009/10), \$840.42 (2010/11), \$1,036.20 (2011/12) and \$1,410.76 (2012/13), for a total of \$3,768.55.

- B) For Possible Action: To approve the correction and refund of the taxes for the 2009/10, 2010/11 and 2011/12 tax years for personal property account number AC 051268 (Aircraft – N28X) per NRS 361.767 in the amount of \$322.52. *(Kimberly Adams)*

Staff Summary: Due to a clerical error the acquisition cost of the aircraft that was located at the Carson City Airport was entered incorrectly. This generated incorrect tax bills for fiscal years 2009/10, 2010/11 and 2011/12. The Assessor's Office is requesting that the 2009/10, 2010/11 and 2011/12 fiscal year personal property taxes be corrected and refunded in the amount of \$322.52 per NRS 361.767.

- C) For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Number 009-153-13 (S. Carson St.) for the 2012/13 tax year per NRS 361.055 in the amount of \$218.84. *(Kimberly Adams)*

Staff Summary: Assessor's Parcel Numbers 009-153-13 (S. Carson St.) was a parcel that the State of Nevada, Department of Transportation was leasing to a private party and was therefore taxable. The State of Nevada, Department of Transportation recorded a "termination of lease" document on August 21, 2012. This parcel is now exempt per NRS 361.055. The Assessor's Office is asking that the property tax be prorated from July 1, 2012 through August 21, 2012 and that the remaining amount be removed and refunded from the 2012/13 Real Property Tax Roll.

8-2. 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 25, 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.

8-3. Purchasing and Contracts

- A) 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 \$18,348.60 for Contract No. 1112-154 Carson City Public Works Tenant Improvement of Building “C” to Shaheen Beauchamp Builders, LLC. *(Kim Belt)*

Staff Summary: Project consisted of addition of offices and conference room within an existing metal building, remodel locker room and office space, and mezzanine storage.

- B) For Possible Action: To approve Contract No. 1213-105, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its sale by public auction desirable and in the best interest of Carson City. *(Kim Belt)*

Staff Summary: Staff has requested the following vehicles and/or equipment to be declared surplus and authorize their disposal by public auction to be conducted by TNT Auctions on October 13, 2012.

8-4. District Attorney

- A) For Possible Action: To approve an upgrade of one Legal Secretary I position to a Legal Secretary II position within the Carson City District Attorney’s Office. *(Randal Munn)*

Staff Summary: Approval of this upgrade will change the position allocations in the District Attorney’s Office from one (1) Legal Secretary I position, one (1) Legal Secretary II position, and four (4) Legal Secretary III positions to two (2) Legal Secretary II positions and four (4) Legal Secretary III positions. Upgrade of one position will permit the promotion of an existing Legal Secretary based on merit and appropriately compensate her for the quality and quantity of her work.

- B) For Possible Action: To approve pursuant to Section 3.070(3) of the City Charter a contract amendment to increase the not-to-exceed maximum from \$30,000.00 to \$60,000.00 for the independent contractor agreement first approved by the Board on 8/17/2011 and retroactive to 7/25/2011 between the District Attorney and law firm of Taggart & Taggart, Ltd., for Special District Attorney services on an hourly basis, primarily for contract matters involving water rights and related matters. *(Randal Munn & Andy Burnham)*

Staff Summary: Water rights law is a very specialized area of law practice. The District Attorney’s Office does not currently have any staff with necessary expertise in water law. Water rights matters arise infrequently, making hourly basis contracting for such legal expertise the most economical approach to meeting the City’s needs. Services will be engaged by the District Attorney’s Office, to represent the Public Works Department. The City currently has one pending request to enter into water banking trust agreements, which requires legal expert review and drafting.

8-5. Parks and Recreation - Open Space

For Possible Action: To appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Stephen R. Johnson and Associates, MAI, SREA, as the appraiser for Carson City with regard to a self-contained summary appraisal for the Potter properties, APN’s 9-014-05 and 3-151-25. *(Juan Guzman)*

Staff Summary: The Potter Family Trust wishes to pursue a trade with Carson City whereby the City will obtain the Historic Pioneer Cemetery and a 19-acre hill site south and west of the intersection of South Ormsby Boulevard and Kings Canyon Road. In exchange, the Potter family will receive the equivalent value in City land. The appraisal process will proceed in incremental steps.

8-6. Public Works

For Possible Action: To approve the promotion of a Street Technician 1 to a Street Technician 2 within the Public Works Department. (*Curtis Horton*)

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 taking on more responsibility in the daily operation of street maintenance including assisting with the training of new employees all of which are part of the Technician 2 responsibilities.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

10. District Attorney

For Possible Action: To adopt Bill No. 113, on second reading, an ordinance amending the Carson City Municipal Code Title 8, Public Peace, Safety and Morals, Chapter 8.04 Prohibited Conduct, Section 8.04.121 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 changes to Title 8, Chapter 8.04, makes the Carson City Municipal Code's theft offenses threshold dollar amount consistent with the threshold the Legislators adopted in 2011.

11. Public Works - Planning and Zoning

A) Presentation by the CEO of the Tahoe Prosperity Center, Moné Haen, regarding the Center's activities and strategies to implement the Lake Tahoe Basin Prosperity Plan, a regional plan to promote economic development within the Tahoe Basin and communities surrounding the Basin. (*Lee Plemel*)

Staff Summary: The Lake Tahoe Basin Prosperity Plan was completed in 2010 with the participation and input from the counties and communities surrounding Lake Tahoe and other economic development stakeholders in the region, including Carson City. The Tahoe Prosperity Center was subsequently formed with representatives from around the Lake Tahoe region to implement the goals and objectives of the Plan. The mission of the Center is to promote regional sustainability through economic vitality, environmental stewardship, and healthy communities in and around the Lake Tahoe Basin. Members of the Tahoe Prosperity Center will provide a presentation regarding the Center and its activities to promote economic development in the region.

- B) For Possible Action: To approve a request for a two-year extension for the Tentative Planned Unit Development residential subdivision known as Clearview Ridge, located west of Cochise Street between West Roventini Way and West Overland Street, APN's 9-263-06, -07, -08, and -09, extending the time for filing the first final map to September 6, 2014. (TPUD-06-146) (*Lee Plemel*)

Staff Summary: Pursuant to the approved development agreement between Carson City and Roventini, LLC, the developer of the subdivision may request an extension of the time required to file a final map if the request is made in writing prior to expiration. Approval of the extension would keep the subdivision approval valid and allow time for demand in new single-family residential housing to return. The Clearview Ridge development was approved for 73 single-family detached units.

- C) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, to add Division 22, Street Naming and Address Assignment regulations. (ZCA-12-034) (*Lee Plemel*)

Staff Summary: The Fire Department is proposing street naming and addressing standards for adoption as part of the Development standards to provide for consistency standards as new development occurs. The standards have previously been enforced as policy rather than adopted code. Appropriate street names and addresses are important to public safety as well as public convenience.

12. City Manager

For Possible Action: Discussion and possible action to change the meeting date for the second regularly scheduled Board of Supervisors meeting in November. (*Larry Werner*)

Staff Summary: The second regularly scheduled meeting of the Board of Supervisors conflicts with the NACo Conference. If the Board anticipates there will not be a quorum at this meeting they may choose to reschedule this meeting. Pursuant to CCMC 2.02.040 "By a motion made in a properly noticed meeting, the board may take action to change the date of a regularly scheduled future board meeting if the board finds that it is the best interest of the public and if the board acts to change the meeting date at least twenty days before the date of the meeting to be changed."

13. 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

14. **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.

15. 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 in the City Manager's Office.

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: September 27, 2012