

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

Day: Thursday
Date: November 1, 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 - Bill McCord, First United Methodist Church, Retired

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 - May 21, 2012, June 18, 2012 and October 4, 2012

7. For Possible Action: Adoption of Agenda

8. Special Presentation & Recognitions

- A) Presentation of proclamation for "Pancreatic Cancer Awareness Month" November 2012. (*Virginia Jed, Stuart Jed (Survivor), Bob Silvestri (Survivor) and Jessie Silvestri*)

- B) Recognition of Sara Jones who was recently named the 2012 Nevada Library Association's Librarian of the Year. *(Melanie Bruketta)*

Staff Summary: Sara Jones, Carson City Library Director, was named Librarian of Year at the 67th annual conference of the Nevada Library Association.

- C) Recognition of Dan Albee, Micah Horton and Chris Mason for their outstanding performance during the Mustang Complex Fire. *(Melanie Bruketta)*

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. 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 numbers 001-201-03 (920 N Minnesota St), 008-541-86 (3030 N Deer Run Rd), and 010-061-60 (2044 S Lompa Ln) per NRS 361.765 in the amount of \$1,635.93. *(Kimberly Adams)*

Staff Summary: The owners of assessor parcel numbers 001-201-03 (920 N Minnesota St), 008-541-86 (3030 N Deer Run Rd), and 010-061-60 (2044 S Lompa Ln) have been receiving the 3% tax cap on the above stated properties located in Carson City. These properties are residential/commercial properties. The portion of the property that is used as an owner occupied residence is the only portion that qualifies for the 3% tax cap. However, due to a programming change, the property started receiving the 3% tax cap on the entire property. This error affected the 2009/10, 2010/11, 2011/12 and the 2012/13 real property taxes. Parcel 001-201-03 2012/13 taxes were affected in an amount of \$54.24; parcel 008-541-86 2009/11 through 2012/13 taxes were affected and 010-061-60 2009/10 and 2012/13 taxes were affected. The Assessor's office is requesting that the abatement be adjusted so that the taxes reflect the correct percentage of the property that qualifies for 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 \$247.80 (2009/10), \$329.79 (2010/11), \$395.16 (2011/12) and \$663.18 (2012/13), for a total of \$1635.93.

- B) 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 numbers 007-081-30 (3300 Kings Canyon Rd), 009-012-02 (1800 Kings Canyon Rd), and 010-032-23 (5000 Hells Bells Rd) per NRS 361.765 in the amount of \$548.28. *(Kimberly Adams)*

Staff Summary: The owners of assessor parcel numbers 007-081-30 (3300 Kings Canyon Rd), 009-012-02 (1800 Kings Canyon Rd), and 010-032-23 (5000 Hells Bells Rd) have been receiving the 3% tax cap on the above stated properties located in Carson City. These properties are residential/agricultural properties. The portion of the property that is used as an owner occupied residence is the only portion that qualifies for the 3% tax cap. However, due to a programming change, the property started receiving the 3% tax cap on the entire property. 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 property that qualifies for 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 \$64.81 (2009/10), \$118.40 (2010/11), \$151.09 (2011/12) and \$213.98 (2012/13), for a total of \$548.28.

9-2. 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 October 23, 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.

9-3. Purchasing and Contracts

- A) For Possible Action: To accept the quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. (*Kim Belt*)

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

- B) For Possible Action: To determine that Purchase Order #2013-059 is a purchase request for hardware and associated peripheral equipment and devices for computers and/or software for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Purchase Order #2013-059 a request for RFID system, associated equipment, materials and training needed to/for the conversion to be provided by EnvisionWare, Inc., for a not to exceed cost of \$93,715.00 to be funded from the Library Grant Service/Machinery and Equipment/2012-07 Expand Service RFID, Library Services Professional Services and the Library Gift Funds as provided in FY 2012/2013. (File No. 1213-109) (*Kim Belt*)

Staff Summary: The Carson City Library wrote a successful grant to expand the AMH system (Automated Materials Handling), for a second place for the community to return books. This Purchase Order is for the expansion of the existing machine and will utilize Grants from Library Services and Technology Act (LSTA) and Friends of the Library.

- C) 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 \$13,044.84 for Contract No. 1112-196 North/South Water Transmission Main Project-Phase II Multi-Use Pathway to Advanced Asphalt. (*Kim Belt*)

Staff Summary: Project consisted of the construction of a 12' wide (64,030 square-feet) paved asphalt concrete (AC) multi-use pathway. The project included, but was not limited to aggregate shoulder construction, asphalt placement and all other common phases of construction customarily associated with this type of project.

9-4. Public Works

For Possible Action: To approve an agreement between Carson City and Joost Land and Cattle Company for the purpose of land exchange at the west terminus of Ash Canyon Road. *(Jeff Sharp)*

Staff Summary: For many years Joost and the City have owned adjacent properties at the west terminus of Ash Canyon Road. The Board of Supervisors recently approved the City purchase of 29.75 acres of land from Joost in the Fall of 2011 in order to accommodate construction of a new tank access road and flood control facilities. That purchase agreement (recorded doc. #415236) included a provision that the City and Joost would cooperate in the future in negotiating a mutually beneficial lot line adjustment to accomplish the transfer of City ultimate ownership of the tank access road. The City completed construction of the new tank access road and flood control facilities in the Spring of 2012, with a portion of the improvements being located on Joost property. Staff is recommending approval of the proposed land exchange agreement in order to achieve the desired intent of full City ownership of the tank access road and flood control facilities. The proposed agreement would exchange a 1.50 acre strip of land owned by the City for a 2.90 acre strip of land owned by Joost. An appraisal was prepared by Johnson-Perkins and Associates and the value of the 1.50 acres was determined to be \$26,250 compared with the value of the 2.90 acres at \$50,750. Joost has agreed to donate to the City the difference in value of the two strips of land, resulting in a \$24,500 benefit to the City. No money would exchange hands as a result of the proposed transaction.

9-5. Public Works - Environmental

For Possible Action: To adopt an amendment to the Stewart Ponds Reclaimed Water Agreement Northern Nevada Correctional Center entered into between the State of Nevada and Carson City to extend the agreement for an additional 30 years for the continued irrigation of prison lands. *(David Bruketta)*

Staff Summary: Adoption of the amendment will allow for continued use of the Stewart Reclaimed Water Ponds for irrigation of prison grounds and farmland. The original agreement provides the option to renew for two additional thirty (30) year terms. The agreement will expire on November 18, 2012 unless renewed.

(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. Public Works - Business License

- A) For Possible Action: To approve Ronald Hogarth as the liquor manager for the Carson Nugget (Liquor License #13-27165) located at 507 N Carson St., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Ronald Hogarth will be replacing the current liquor manager.

- B) For Possible Action: To approve Ramneek Singh as the liquor manager for EZ Market (Liquor License #13-29371) located at 262 W. Winnie Ln., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Ramneek Singh is purchasing the business and will be the liquor manager.

- C) For Possible Action: To approve Dean Siracusa as the liquor manager for Wingstop Restaurants (Liquor License #13-29375) located at 3965 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. Dean Siracusa is opening the business and will be the liquor manager.

- D) For Possible Action: To approve Kathy Phelan as the liquor manager for the Whiskey Tavern (Liquor License #13-29378) located at 3481 Hwy 50 E., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Kathy Phelan is the owner of the business and will be the liquor manager.

13. Public Comment

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

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

17. Sheriff

For Possible Action: To accept the FY 2013 Nevada Department of Public Safety, Office of Traffic Safety Joining Forces grant 23-JF-1.02 in the amount of \$39,000. *(Sheriff Furlong)*

Staff Summary: The Office of Traffic Safety Joining Forces grants have been shared by Nevada law enforcement agencies for many years. This grant provides funding for participation in statewide, multi-jurisdictional traffic enforcement events that are focused on reducing fatalities and serious injury crashes in Nevada. This award provides funding for enhanced enforcement of safety belt and child safety seat laws, speed enforcement laws, pedestrian safety and the reduction of impaired driving through Selective Traffic Enforcement Programs, Saturation Patrols and checkpoints. The project period for this award is 10/12/2012-9/30/2013.

18. Health and Human Services

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 7, Animals, Chapter 7.13 Licensing and Regulations, by amending the chapter to change the name from Animal Control Center to Animal Control Services and from Animal Director to Animal Services Manager, and by updating the chapter regarding the Animal Services Department's and Officer's Duties, and to revise and eliminate certain provisions, and by amending Section 7.13.010, Definitions, to alphabetize and amend and add new definitions, and by updating Section 7.13.020 Carson City Animal

Control Use, to update the Powers and Duties of Animal Services and to relocating some existing provisions, and by amending Section 7.13.030, Animal Services Director-Animal Services Officers-Powers and Duties, to change the section name and duties of the Animal Services Officers and Sheriff Regarding Animal Calls, and by amending Section 7.13.040, Carson City Sheriff and Deputies, to change the section name and to provide for a collections, disbursement, and fee schedule, and by amending Section 7.13.050, Collections and Disbursements, to change the section name and duties, and by amending Section 7.13.060, Use of Tranquilizer Gun, Other Devices, in Controlling Animals, to change the section name and duties, and by amending Section 7.13.070, Search and Seizures, to change the name and duties regarding the impounding and reclaiming of animals, and by amending Section 7.13.080, Resisting or Obstructing Animal Services Officers, Health Officer, or Sheriff or Deputies, Unlawful, to change the section name and responsibility of owner, and by amending Section 7.13.090, Rabies Vaccination of Dogs, Cats and Ferrets Required-Revaccination Required-Exceptions, to change the name and amend Section 7.13.100, Animal Service Tags, Permits, and Fees to Rename it as Dangerous Animals, to expand the definition of vicious dog and clarifying the process that must occur following a dog bite incident, and require the owner of a dog that has been determined to be vicious to obtain a permit to have a vicious dog, and to require that any dangerous or vicious dog be immediately impounded by Animal Control upon certain conditions being met, and other matters previously in 7.13.200 and 7.13.220, and by amending Section 7.13.110 Restraining Animals-Sanitation, to change the section name and to include the provisions previously included in 7.13.210 to further clarify the process animal services will follow after an animal bite, and by amending Section 7.13.120 Dogs Running at Large-Impounds, to change the chapter name and duties to Prohibited Activities which includes the provisions previously contained in 7.13.520 through 7.13.540 and 7.13.570, and to include the criminal offense for any person who refuses to relinquish any domestic animal to animal services after finding such animal, and by adding the criminal offense that it shall be unlawful for any person to steal, relocate, or dispose of any animal belonging to another person, and by amending Section 7.13.130, Reserved, to change the section name and include the penalty provisions previously in 7.13.610, and expand the allowable fine amount from \$500.00 to \$1000.00 and add the provision that a criminal penalty must be imposed for any offense which pertains to the bites of animals, vicious or dangerous dogs, or cruelty to animals and permit a judge, in addition to other penalties, to have the discretion to order the dog humanely destroyed, and by amending Section 7.13.140 Conditions for Release of Impounding Dog, to change the section title and including the provision previously contained in 7.13.620, and by deleting Sections 7.13.145 through 7.13.620 but reserving such sections for future use, and other matters properly related thereto. (*Marena Works*)

Staff Summary: The proposed changes to Title 7, Chapter 7.13, update, combine and clarify the existing code and necessary changes were made to ensure our code did not conflict with NRS this update eliminates repetitive language, reorganizes the regulation to flow in a systematic way, adds a fee schedule and states where such fees are to be credited. Some added language includes verbiage on adoption, strays and the powers and duties of animal services.

19. Public Works - Planning and Zoning

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.

20. Parks and Recreation - Open Space

For Discussion Only: Presentation of the proposed Carson Valley Discovery Trail by the Bureau of Land Management, Carson Valley Trails Association, and staff and introduction of the scoping process for the non-motorized 45-mile long trail system. *(Ann Bollinger / Roger Moellendorf)*

Staff Summary: The presentation will provide an overview of the proposed 45-mile long non-motorized trail, a collaborative effort of the Carson Valley Trails Association and the Bureau of Land Management. The trail is proposed along the east side of the Carson Valley in Douglas County.

21. City Manager

For Possible Action: To appoint two members to the 9-1-1 Surcharge Advisory Committee, each for a term that will expire on December 31, 2014. *(Larry Werner)*

Staff Summary: Pursuant to NRS 244A.7645, CCMC 4.05.030 creates a five member advisory committee called the “9-1-1 Surcharge Advisory Committee.” There are two openings due to the expiration of current terms. Both Marjorie (Marj) Knowles and Bernard (Bernie) Sease have requested to be re-appointed. There are no additional applicants.

22. 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

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

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: October 25, 2012