

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

Day: Thursday
Date: December 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** - Jeff Paul, St. Peter's Episcopal 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** - November 1, 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. 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 November 27, 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.

8-2. Purchasing and Contracts

- A) For Possible Action: To approve Contract 1213-122 for a Water and Sewer Rate Study in the amount of \$99,595.00 to FCS Group to be funded from the Water and Sewer Funds as provided in FY 2012/2013. *(Kim Belt)*

Staff Summary: The Water and Sewer Rate Study objective is to evaluate the rate design and the method for calculating rates. One element among others will be to possibly eliminate winter averaging for residential sewer, review of water rate tier structure, and development of a rate model for future planning and analysis. The rate study is proposed as revenue neutral; overall rates will not be raised as a result of this study.

- B) For Possible Action: To approve Contract No. 1213-124 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Resource Concepts, Inc., to provide Professional Services for Carson City Reuse Plan Update through June 30, 2013 for a not to exceed amount of \$127,153.00 to be funded from the Water and Wastewater Professional Services Accounts as provided FY 2012/2013. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services which include: File review of Carson City and NDEP Permit/Compliance files; revise population projections for 20 year planning period; review existing Facility Master Plan, discharge monitoring reports, and plant operating records for existing reuse facilities; evaluate Brunswick Reservoir spring water quality; identify and evaluate new reuse sites; evaluate hydraulic capacity of existing conveyance system; and identify future reclaimed water system needs.

8-3. Public Works

- A) For Possible Action: To adopt a resolution and approve the removal of timed parking zones for one block on the west side of North Plaza Street between East Telegraph Street and the abandoned section of East Spear Street. *(Patrick Pittenger)*

Staff Summary: The Public Works Department has received requests from employees of the Nevada Commission on Tourism located on North Plaza Street to remove the two-hour parking zones on the west side of the street.

- B) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County Relating to Construction Management Services. *(Darren Schulz)*

Staff Summary: This agreement provides for Carson City personnel to provide the construction management services for the North County Booster Pump Station Project which will provide water to north Douglas County and Carson City, and sets forth the method of payment for the service.

8-4. Parks and Recreation

For Possible Action: To approve the promotion of a Park Maintenance Worker I to a Park Maintenance Worker II within the Parks & Recreation Department in the Parks Division. *(Roger Moellendorf)*

Staff Summary: This individual has obtained all of the required certifications and meets all of the required standards for the next level position. In addition, he recently acquired his certification from the National Recreation & Park Association as an NRPA Certified Playground Inspector. He is the only member of our staff with this current certification.

8-5. Parks and Recreation - Open Space

For Possible Action: To authorize the Mayor to sign a letter in favor of the U.S. Forest Service acquisition of the 45-acre Benna-Marshall property located at the crest of Ash Canyon Road, APN 007-601-01, in Carson City, Nevada. *(Juan Guzman)*

Staff Summary: The Humboldt-Toiyabe National Forest proposes to nominate a 45.5-acre vacant property owned by Benna-Marshall for public acquisition through the Southern Nevada Public Lands Management Act - Environmentally Sensitive Lands grant program. The parcel is surrounded by U.S. Forest Service lands to the north and east, Carson City to the south, and Lake Tahoe State Park to the west. Public ownership will facilitate the enjoyment of the conservation values of the land by the public at large and the preservation of public access.

(End of Consent Agenda)

9. Recess as Board of Supervisors

Liquor and Entertainment Board

10. Call to Order & Roll Call – Liquor and Entertainment Board

11. For Possible Action: Approval of Minutes - November 1, 2012

12. Public Works - Business License

For Possible Action: To approve Richard Estey as the liquor manager for Dotty's #88 (Liquor License #13-29314) located at 3331 Hwy 50 East, Ste 5, Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Richard Estey is opening another location in Carson City 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. Clerk-Recorder

For Possible Action: To Canvass the Vote for the 2012 Ward Four Recount as presented by the Clerk-Recorder. (*Alan Glover*)

Staff Summary: State law requires the Board of Supervisors to canvass the vote of a Recount Election.

18. Purchasing and Contracts

For Possible Action: To approve Contract No. 1213-123, Joinder Contract with Thomas Petroleum through the State of Nevada Purchasing Division's Contract #1725 for the purchase/use of an Electronic Fuel Dispensing Network and Card Lock Processing System to purchase bulk fuel for Carson City's fleet vehicles for a not to exceed amount of \$1,200,000.00 per year through the contract term expiration of January 31, 2015, to be funded from various vehicle fuel/oil accounts as provided for in FY 2012/2013. (*Kim Belt*)

Staff Summary: Carson City currently purchases fuel from Thomas Petroleum, but does not have an agreement in place to purchase bulk fuel at the Nevada State Contract price. All purchases/work are to be performed under the regulatory requirements of the Required Federal Clauses for Materials & Supplies Contracts Exceeding \$100,000.

19. Public Works

Presentation and possible discussion of a video of City Infrastructure Control Technology. (*Darren Schulz*)

Staff Summary: Public Works will present a short video regarding the technology currently used for operating city infrastructure such as water, wastewater, and signals.

20. Parks and Recreation - Open Space

A) Presentation and possible discussion 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. (*Juan Guzman / 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 Carson Valley in Douglas County.

B) For Possible Action: To authorize the Mayor to sign a letter directed to the Bureau of Land Management providing comments for the Resource Management Plan Update. (*Juan Guzman*)

Staff Summary: Staff, with the assistance of Resource Concepts, Incorporated, has prepared draft comments for the consideration of the Bureau of Land Management pertinent to the Resource Management Plan Update. The comments refer to 16 general subjects consistent with the Bureau of Land Management survey of issues generated through the scoping sessions.

21. Public Works - Planning and Zoning

- A) For Possible Action: To adopt Bill No. 114, on second 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.

- B) For Possible Action: To adopt Bill No. 115, on second reading, an ordinance to change the zoning of APN 002-112-12, property located on Lee Street, from Residential Office (RO) to Multi-Family Duplex (MFD). (ZMA-12-048) (*Lee Plemel*)

Staff Summary: The applicant is proposing to change the zoning in preparation of building a residential duplex on this site.

22. Recess as Board of Supervisors

Redevelopment Authority

23. Call to Order & Roll Call – Redevelopment Authority

24. For Possible Action: Approval of Minutes - October 18, 2012

25. Office of Business Development

- A) For Possible Action: To approve and make a recommendation to the Board of Supervisors to move \$72,876 from the Redevelopment Revolving Capital Outlay/Undesignated Projects account (number 603-0000-463-77-99) to assist with the funding of the replacement of the Community Center sign with an LED message board. (*Lee Plemel*)

Staff Summary: \$72,876 is available in the Redevelopment budget in the current fiscal year for infrastructure projects within the Redevelopment District, but these funds have not been allocated to any specific projects. The Redevelopment Authority Citizens Committee has recommended using the funds to replace the aging Community Center sign with a new LED message board, which could be used to promote events within the Redevelopment District as well as other community events and programs.

- B) For Possible Action: To conduct a public hearing and possible approval to recommend to the Board of Supervisors to amend the text of the South Carson Street Redevelopment Plan, Project Area No. 2, to add four strategies for addressing redevelopment of the area, and making other non-substantive clarifications and updates of the Plan. (*Lee Plemel*)

Staff Summary: The stated primary purpose of the Redevelopment Area 2 Plan, which was adopted in 2004, is to retain and enhance auto sales on South Carson Street. The Redevelopment Authority Citizens Committee reviewed the Plan and recommends adding implementation strategies to assist in reuse of vacant buildings, assist property owners in bringing utilities to properties to facilitate new development, assist property owners in obtaining excess right-of-way from NDOT, and establish a revolving loan fund to assist new businesses. Redevelopment Area 2 generally includes the South Carson Street commercial corridor from the Fairview Drive vicinity south to the Douglas County border, and generally bordered by Silver Sage Drive to the east and Voltaire Street to the west.

- C) For Possible Action: To approve and recommend to the Board of Supervisors approval of amendment #2 to the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and The Carrington Company to extend the time in which a tenant must occupy a minimum of 42,000 square feet of the 72,570 square feet of vacant tenant anchor space from December 31, 2012, to October 31, 2013, and providing that a lease for that space must be signed by January 31, 2013, that a lease must be signed for the remaining vacant space by July 1, 2013, and that a tenant must occupy the remaining space by December 31, 2013. (*Lee Plemel*)

Staff Summary: The Carrington Company is the owner of the Carson Mall, located within Redevelopment Project Area No. 1 at 1312 South Carson Street. The mall consists of approximately 155,038 square feet of retail space. There is presently an anchor tenant space of 72,570 square feet that has been vacant since July 2009. With the assistance of the sales tax reimbursement funds, The Carrington Company is currently working with a potential tenant to fill the vacant space.

26. Public Comment

27. For Possible Action: To Adjourn as the Redevelopment Authority

28. Reconvene as the Board of Supervisors

29. Office of Business Development

- A) For Possible Action: To adopt a Resolution to authorize moving \$72,876 from the Redevelopment Revolving Capital Outlay/Undesignated Projects account (number 603-0000-463-77-99) to assist with the funding of the replacement of the Community Center sign with an LED message board as an expense incidental to the carrying out of the Redevelopment Plan. (*Lee Plemel*)

Staff Summary: \$72,876 is available in the Redevelopment budget in the current fiscal year for infrastructure projects within the Redevelopment District, but these funds have not been allocated to any specific projects. The Redevelopment Authority Citizens Committee has recommended using the funds to replace the aging Community Center sign with a new LED message board, which could be used to promote events within the Redevelopment District as well as other community events and programs.

NRS 279.628 permits the expenditure of money from the redevelopment revolving fund for the purpose of any expenses necessary or incidental to the carrying out of the Redevelopment Plan. **Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds majority vote (at least four members) of the Board of Supervisors.**

- B) For Possible Action: To conduct a public hearing and introduce on first reading, an ordinance amending Ordinance 2007-19 by amending the text of the South Carson Street Redevelopment Plan, Project Area

No. 2, adding four strategies for addressing redevelopment of the area, and making other non-substantive clarifications and updates to the Plan. *(Lee Plemel)*

Staff Summary: The stated primary purpose of the Redevelopment Area 2 Plan, which was adopted in 2004, is to retain and enhance auto sales on South Carson Street. The Redevelopment Authority Citizens Committee reviewed the Plan and recommends adding implementation strategies to assist in reuse of vacant buildings, assist property owners in bringing utilities to properties to facilitate new development, assist property owners in obtaining excess right-of-way from NDOT, and establish a revolving loan fund to assist new businesses. Redevelopment Area 2 generally includes the South Carson Street commercial corridor from the Fairview Drive vicinity south to the Douglas County border, and generally bordered by Silver Sage Drive to the east and Voltaire Street to the west.

- C) For Possible Action: To approve amendment #2 to the Operating Covenant and Agreement by and between Carson City Redevelopment Authority and Carson City and The Carrington Company to extend the time in which a tenant must occupy a minimum of 42,000 square feet of the 72,570 square feet of vacant tenant anchor space from December 31, 2012, to October 31, 2013, and providing that a lease for that space must be signed by January 31, 2013, that a lease must be signed for the remaining vacant space by July 1, 2013, and that a tenant must occupy the remaining space by December 31, 2013. *(Lee Plemel)*

Staff Summary: The Carrington Company is the owner of the Carson Mall, located within Redevelopment Project Area No. 1 at 1312 South Carson Street. The mall consists of approximately 155,038 square feet of retail space. There is presently an anchor tenant space of 72,570 square feet that has been vacant since July 2009. With the assistance of the sales tax reimbursement funds, The Carrington Company is currently working with a potential tenant to fill the vacant space.

30. 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

– LUNCH BREAK –

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

31. City Manager

- A) For Possible Action: To appoint one member to the Carson City Regional Transportation Commission for a two year term that expires December 31, 2014. *(Larry Werner)*

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the city-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There is one vacancy due to a member's term expiring. A reappointment request was received from Jim Mallery. No other applications were received.

- B) For Possible Action: To appoint three members to the Carson City International Building Code Board of Appeals, one in each the following categories: Mechanical Engineer, Structural/Civil Engineer, and Electrical Engineer, each position is for a two year term that expires in January 2015. (Larry Werner)

Staff Summary: Per CCMC 15.05.020, Section 112.1, the Board of Supervisors shall appoint five members to the International Building Code Board of Appeals (Board of Appeals) as follows: a) One Architect registered by the state of Nevada; b) One General Building Contractor licensed by the state of Nevada; c) One Mechanical Engineer licensed by the state of Nevada; d) One Structural/Civil Engineer licensed by the state of Nevada; e) One Electrical Engineer licensed by the state of Nevada.

The following positions are open due to the expiration of members' terms: Mechanical Engineer, Structural/Civil Engineer, and Electrical Engineer. Dave Saarem has applied for reappointment to the Mechanical Engineer position, Brett McElhaney has applied for reappointment to the Structural Engineer position, and Karen Purcell has applied for reappointment to the Electrical Engineer position. There are no additional applicants.

32. **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.

33. **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: November 29, 2012