

**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: February 7, 2013
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** - Louie Locke, Fountainhead Foursquare 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** - January 3, 2013
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

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 \$358.52. *(Kimberly Adams)*

Staff Summary: Due to a clerical error, the acquisition cost of the aircraft (AC 051268), which 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 \$358.52 per NRS 361.767.

8-2. Finance

- A) For Possible Action: To adopt a resolution in support of AB 68 Consolidated Tax Bill. *(Nick Providenti)*

Staff Summary: The 2011 Legislature passed Assembly Bill 71 directing the Legislative Commission to conduct an interim study concerning the equitable allocation of money distributed from the Local Government Tax Distribution Account. Carson City participated in the local government working group meetings and agrees with the consensus on changes to the allocation formula for the Local Government Tax Distribution Account as suggested by the group. Because we are a Consolidated Municipality and there are no changes recommended to the Tier 1 formula, this bill will have no impact to Carson City.

- B) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$51,495.33 in uncollectible accounts receivable. *(Nick Providenti)*

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- C) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through January 29, 2013 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.

- D) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$1,250,000, Carson City, Nevada Installment Purchase Agreement for Acquisition of Office Building. *(Nick Providenti)*

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

- E) For Possible Action: To allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2011-2012. *(Nick Providenti)*

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Ambulance Fund net book value of \$0.00 out of \$580,748.00 of total assets, and the Fleet Fund net book value of \$132,579.29 out of \$421,183.00 of total assets, and the Storm Drain Fund net book value of \$83,639.46 out of \$10,163,897.00 of total assets, and the Water Fund net book value of \$617,941.16 out of \$131,509,289.00 of total assets and the Sewer Fund net book value of \$53,997.27 out of \$120,654,545.00.

- F) For Possible Action: To allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2011-2012. *(Nick Providenti)*

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co., request that they be allowed to delete from the General Fixed Asset Account Group \$836,510.89 out of \$403,549,714.00 of total assets.

8-3. Purchasing and Contracts

- A) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1112-184 with Andritz Separation Inc. titled "D5LL Rotating Assembly Repair" to increase the contract term from November 15, 2012 to May 31, 2013. *(Kim Belt)*

Staff Summary: On May 3, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$82,625.87. This request is to amend the contract term. This contract is to repair the D5LL rotating Assembly and Cyclo Gear at the Wastewater Treatment Plant.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 3 to Contract No. 1011-125 with The Louis Berger Group, Inc., titled "Carson City Freeway Phase 2B Utilities Support" to increase the contract term from February 1, 2013 to December 31, 2014. *(Kim Belt)*

Staff Summary: On May 5, 2011, the Carson City Board of Supervisors approved the above listed contract in the amount of \$139,554.17, amended the contract on January 19, 2012 to increase the contract term and amended the contract on June 7, 2012 to increase the scope of work, increase contract amount to \$174,824.75 and increase the contract term to February 1, 2013. This request is to amend the contract term. This contract is to provide Professional Services which include: Bid Support, Construction Support and additional design support for the Carson City Freeway Phase 2B Utilities Relocation Project.

- C) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Forty Eight (48) pieces of miscellaneous surplus property have reached the end of their useful lives and will be donated to another governmental entity or to a requesting non-profit organization created for religious, charitable or educational purpose as set forth in Nevada Revised Statute (NRS) 372.3261 (File 1213-142). *(Kim Belt)*

Staff Summary: This property is no longer useful to any city department/division and has been transferred to Surplus Property for disposal.

8-4. Airport Authority

For Possible Action: To approve the Fifth Addendum for the lease between El Aero Services and the Carson City Airport Authority for Parcels W1-D and W1E on the maps recorded with the original lease as Document No. 6457 (originally titled Aerohead Aviation lease). *(Steve Tackes)*

Staff Summary: At a regular meeting of the Carson City Airport Authority on January 16, 2012, publicly noticed for that purpose, the Authority approved a Fifth Addendum to this lease to clarify that the tenant only has the right to use the tiedowns in the areas designated for tiedown. This is consistent with the historical interpretation and use. The language is clarifying only.

8-5. Public Works – Wastewater Treatment Plant

For Possible Action: To approve Public Works proposed personnel changes to consolidate five management/supervisor positions into three management/supervisor positions and converting the two remaining positions into staff level positions resulting in savings of approximately \$45,000 annually. *(Andy Burnham)*

Staff Summary: Approval of this conversion will allow for the consolidation of five supervisor positions into three supervisor positions and two staff positions.

8-6. Fire

For Possible Action: To authorize the Mayor to sign the 2013 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest (Agreement number 12-FI-11041701-019) and the Carson City Fire Department. *(Stacey Giomi)*

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

8-7. Health and Human Services

- A) For Possible Action: To adopt a resolution accepting an inter-local agreement between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada Reno, Orvis School of Nursing and Carson City, a consolidated municipality and political subdivision of the State of Nevada on behalf of the Carson City Health and Human Services Department to provide a training site for the University's nursing students and other matters properly related thereto. *(Marena Works)*

Staff Summary: This action will allow Carson City Health and Human Services to assist the University of Nevada, Reno, Orvis School of Nursing with its instructional program for the benefit of training nursing students in the field of public health. We will provide student nurses in the undergraduate and graduate programs training in all of our Clinic Services, Disease Prevention and Control, Control and Chronic Disease Prevention and Control, and Public Health Preparedness activities.

- B) For Possible Action: To accept a sub-grant in the amount of \$30,000 through September 30, from the Nevada State Health Division Bureau of Public Health & Clinical Services. The grant will be awarded immediately. The purpose of this grant is to support activities at Carson City Health and Human Services

(CCHHS) that will prepare the department to submit and achieve national voluntary public health department accreditation. This support will also allow CCHHS to share knowledge gained by preparing for and submitting an application with all Nevada State and Local Health Authorities in Nevada. *(Marena Works)*

Staff Summary: The funding, which originates from the Centers for Disease Control (CDC), will be used to support 0.65 FTE already working at CCHHS and knowledgeable on the Accreditation process. The main scope of work will be to complete the CCHHS strategic plan, develop and implement a quality improvement process and to categorize and develop needed policies and procedures.

8-8. Parks and Recreation

For Possible Action: To adopt a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee. *(Roger Moellendorf / Juan Guzman)*

Staff Summary: The formation of the Carson River Advisory Committee was authorized by the Board of Supervisors in 1994. This action is for the Board of Supervisors to recognize the valuable contribution of past and present members and for the dissolution of the committee.

(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 - December 6, 2012 & December 20, 2012

12. Public Works - Business License

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. *(Lena Reseck)*

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.

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. Carson City School District

Presentation Only: Presentation by the Carson City School District regarding the Race to the Top Grant. *(Dr. Steven Pradere, Brian Wallace & Susan Keema)*

18. Sheriff

- A) Presentation Only: Informational briefing regarding Nevada Highway Patrol occupying a portion of the Sheriff's Office. *(Sheriff Furlong and Chief Abney)*

Staff Summary: Sheriff Furlong and Chief Abney have entered into preliminary discussions to move the Nevada Highway Patrol substation from its current Curry Street location to the Sheriff's Office. A move such as this will not only benefit the Sheriff's Office and the Nevada Highway Patrol, but will also benefit the community in terms of convenience. Having both departments in one location would be a one-stop shop for law enforcement needs. Sheriff's deputies and troopers already work together on certain types of calls. Having both in the same location will only increase an already strong working bond, ultimately resulting in a higher level of service to the public. Legalities of such a move are being addressed with the Carson City District Attorney's Office. Once the final document is developed the Interlocal Agreement will be brought before the Board for approval.

- B) For Possible Action: To accept Grant Award 09-ARRA-64/09-ARRA-65 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance in the amount of \$100,494.99, contingent upon receipt of Authorization to Proceed. *(Sheriff Furlong)*

Staff Summary: This award will provide funding for equipment in several areas of the Sheriff's Office: The Sheriff's Office collects, either through community-wide drug round-ups or through our evidence vault, illegal and/or prescription drugs which must be destroyed. We have no permanent, reliable equipment to facilitate the destruction of these drugs. This award will provide funding for an incinerator which will accomplish that task. In addition, the award provides funding for Hand Held Radios and computer equipment for our Patrol and Detention divisions.

19. Finance

PUBLIC HEARING:

- A) Public hearing on the intent of Carson City, Nevada to issue an installment-purchase agreement in an amount of up to \$1,250,000 to enable the Board to pay all or a portion of the cost to acquire, improve and equip a building project as defined in NRS 244A.019 in the City. *(Nick Providenti)*

Staff Summary: The City has determined that the installment-purchase agreement to pay all or a portion of the cost to acquire, improve and equip a building project is in the best interest of its residents and would best serve the public interest.

- B) For Possible Action: To adopt a Resolution authorizing an Installment-Purchase Agreement for the purpose of financing the cost of a building project; directing the City Finance Director to forward materials to the Department of Taxation of the State of Nevada; authorizing the City Finance Director of the City to execute the City's Installment-Purchase Agreement evidencing such financing; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The Board of Supervisors of Carson City, Nevada proposes to enter into an installment-purchase agreement in the aggregate amount of \$1,250,000 in order to finance all or a portion of the cost

to acquire, improve and equip a building project as defined in NRS 244A.019. The resolution is hereby designated by the short title the “2013 Installment-Purchase Agreement Authorization Resolution.” This Resolution allows the City Finance Director to take all action necessary to effectuate the provisions of this resolution, including, without limitation, forwarding all necessary documents to the Department of Taxation and, if necessary, update the City’s plan for capital improvement to include the Project.

- C) For Possible Action: To adopt a Resolution concerning the financing of a building project; directing the Clerk to notify the Carson City Debt Management Commission of the City’s proposal to issue an Installment Purchase Agreement for that purpose; providing certain details in connection therewith; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The Board of Supervisors of Carson City, Nevada proposes to enter into an installment-purchase agreement in the aggregate amount of \$1,250,000 in order to finance all or a portion of the cost to acquire, improve and equip a building project as defined in NRS 244A.019. The resolution is hereby designated by the short title the “2013 Installment-Purchase DMC Notice Resolution.” This Resolution requests that the Clerk notify the Carson City Debt Management Commission of the City’s proposal to issue an Installment Purchase Agreement as NRS 350.014 requires a favorable vote of two-thirds of the members before the City can enter into such an agreement.

20. Recess as Board of Supervisors

Redevelopment Authority

21. Call to Order & Roll Call – Redevelopment Authority

22. For Possible Action: Approval of Minutes - January 3, 2013

23. Office of Business Development

For Possible Action: To amend Section 3.2 of the Carson City Redevelopment Authority Policies and Procedures regarding financial assistance for special events, changing the submittal deadline for Redevelopment Special Event applications from February 15 to April 15, and other matters related thereto. *(Lee Plemel)*

Staff Summary: Current Redevelopment Authority policy requires applications for special events to be submitted by February 15 each year, and it requires that the Authority act on the applications within 30 days. However, available funding for special events in the following fiscal year is generally not known until May or June. The proposed modifications are intended to allow the Redevelopment Authority Citizens Committee and Redevelopment Authority to review and take action on special event applications when the amount of funding that is available for such events is known or at least can be better estimated.

24. Public Comment

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

26. Reconvene as the Board of Supervisors

27. Public Works - Planning

- A) For Possible Action: To approve a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan modifying the scope of work for the Public Works sidewalk improvements project. *(Lee Plemel)*

Staff Summary: Since the 2012 Annual Action Plan was approved on April 19, 2012, the Public Works Department was able to acquire additional funding from Federal Transit Administration funds to pay for half of the Long Street ADA Sidewalk Improvements project. The Public Works Department would like to reallocate the remaining funds to another similar project. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan since there is a change in the use of CDBG funds from one eligible activity to another and a budget amendment of more than \$50,000.

- B) For Possible Action: To accept the 2012 Historic Resources Commission annual report. *(Lee Plemel)*

Staff Summary: The HRC (Historic Resources Commission) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews, and information regarding other historic preservation activities.

- C) For Possible Action: To adopt Bill No. 102, on second reading, an ordinance approving a development agreement between Carson City and CNM Family, LLC, regarding the development of a commercial subdivision known as Arrowhead Business Park, located on Ryan Way, Assessors Parcel Numbers 005-072-05 and -06, to extend the approval of the tentative subdivision map, and other matters properly related thereto. *(Lee Plemel)*

Staff Summary: The primary purpose of the development agreement is to extend the approval of the tentative subdivision map for three years, which would expire on January 18, 2013, if no further action is taken.

- D) For Possible Action: To approve a Quit Claim Deed between Carson City and the Sierra Nevada Community Land Trust for the conveyance of a property at 1104 Palo Verde Drive, APN 004-141-05, to Carson City. *(Lee Plemel)*

Staff Summary: On May 5, 2011, the Board of Supervisors approved the Sierra Nevada Community Land Trust (SNCLT) to construct, sell, and monitor an affordable single-family residence for a family whose income at the time of application for such housing does not exceed 80 percent of the median gross income for families in Carson City, on City-owned property located at 1104 Palo Verde Drive, and directed staff to prepare an agreement for approval by the Board of Supervisors between the City and the SNCLT. On October 20, 2011 the Board of Supervisors approved a Quit Claim Deed and Reversionary Interest Agreement and transferred the property at 1104 Palo Verde Drive to the SNCLT to construct a single family affordable home pursuant to the provisions of NRS 244.287. The SNCLT has decided to close down their land trust and would like to transfer the property back to Carson City.

28. Public Works

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 10 Vehicles and Traffic, Chapter 10.24 Stopping, Standing and Parking, adding a new Section 10.24.005 - Definitions, to define "public works director" and "controlled parking zone"; amending

Section 10.24.020 - Removal of Vehicles, to provide clarifying text edits; amending Section 10.24.030 – Stopping, Standing or Parking Prohibited in Specified Places, to delegate authority to the public works director for placing official traffic control devices prohibiting or restricting the stopping, standing or parking of vehicles on any highway, and to provide clarifying text edits; amending Section 10.24.040 – Prohibited Parking in Front of Theaters, Hotels, Other Buildings, to provide clarifying text edits; amending Section 10.24.050 – Parallel, Angle Parking - Parking on Highways under Jurisdiction of Department of Highways, to shorten the title of the section, to eliminate the board from having to permit certain types of parking, and to provide clarifying text edits; amending Section 10.24.120 – Standing or Parking on One-way Streets, to modify the title of the section, and to provide clarifying text edits; amending Section 10.24.130 – Standing or Parking on One-way Roadways, to eliminate the section completely because it is redundant with Section 10.24.120; amending Section 10.24.145 Parking Space Designation for Handicapped: Signs; Required Plates, Stickers or Placards for Parking; Prohibited Acts; Penalty, to eliminate or reduce the fine to \$10 for a person who possesses a valid placard but failed to display it at the time of the infraction, and to provide clarifying text edits; amending Section 10.24.147 – Resident Parking Only, to delegate authority to the public works director for establishing resident parking zones, to change the fee to the actual cost of labor and materials for required signs and curb painting, and to provide clarifying text edits; amending Section 10.24.150 – General Parking Regulations, to delegate authority to the public works director for designation of loading zones and time restriction associated therewith, and to provide clarifying text edits; amending Section 10.24.200 – Restricted Use of Bus and Taxicab Stands, to delegate authority to the public works director for establishing bus or taxicab parking zones, and to provide clarifying text edits; amending Section 10.24.210 – Regulation of Stopping, Standing or Parking by Board, to modify the title of the section, and to delegate authority to the public works director for erecting official traffic control devices; amending Section 10.24.300 – Declaration of Controlled Parking Zone, to eliminate the section completely because it is redundant with the proposed amendments to Section 10.24.150 which delegate authority to the public works director for establishing time-restricted parking zones; amending Section 10.24.305 – Placing of Time Limit Signs, to eliminate the section completely because it is redundant with the proposed amendments to Section 10.24.150 which delegate authority to the public works director for establishing time-restricted parking zones and placing appropriate time limit signs; amending Section 10.24.310 – Revenues – Designated Use, to modify the name of the section title to include collection, to delegate authority for collection of fines and fees to the city treasurer, and to provide clarifying text edits; amending Section 10.24.315 – Parking Space and Zone Markings, to eliminate the section completely because it is redundant with Sections 10.24.030 and 10.24.150; amending Section 10.24.320 – Collection, to eliminate the section completely because it is redundant with Section 10.24.310; amending Section 10.24.330 – Chapter Not Applicable to Certain Government Vehicles, to eliminate the section completely because it is felt that with the exception of emergency or law enforcement situations, operators of government vehicles should generally be held to the same stopping, standing and parking standards as any other motorist; amending Section 10.24.335 – Hearing Officer, to delegate authority to the public works director for appointing an administrative hearing officer, and to provide clarifying text edits; amending Section 10.24.345 – Notice of Infraction, to provide clarifying text edits; amending Section 10.24.350 – Notice of Infraction – Contents, to provide clarifying text edits, amending Section 10.24.355 – Notice of Infraction – Issuance and Filing, to provide clarifying text edits; amending Section 10.24.365 – Schedule of Civil Fines and Penalties and Use of Collection Agency, to make reference to Section 10.24.145 with regards to fines associated with ineligible parking in a parking space designated for the handicapped; amending Section 10.24.380 – Notice of Infraction – Response, to establish a bail in the amount of the fine, not to exceed \$25, as a required deposit for requesting a hearing, and to provide clarifying text edits; amending Section 10.24.385 – Twenty-day Notice of Violation, to provide clarifying text edits; amending Section 10.24.390 – Final Notice of Violation, to provide clarifying text edits; amending Section 10.24.500 – Service Parking Permits, to provide clarifying text edits; amending Section 10.24.600 – Client Parking Zones and

Permits, to provide clarifying text edits; amending Section 10.24.650 – Client Parking Enforcement Procedures, to provide clarifying text edits; and other matters properly related thereto. (*Jeff Sharp & Al Kramer*)

Staff Summary: The proposed revisions are necessary to provide relief and/or reduced infraction for persons who possess a valid handicapped parking placard but failed to display it while parked; to establish a bail requirement for disputing an infraction; to delegate authority to the Public Works Director for determining appropriate traffic control and timed parking zones; to delegate authority to the Public Works Director for administration and enforcement of the provisions of CCMC 10.24; and other housekeeping measures.

– LUNCH BREAK –

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

29. 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 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 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 and to require the owner of a dog that has been determined to be dangerous/vicious to obtain a permit 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 to animal bites/rabies quarantine and to include the provisions previously included in 7.13.210, by amending Section 7.13.120 Dogs Running at Large - Impounds, to change the chapter name and duties and include 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, 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 per offense 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, 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.

30. Public Works

- A) Presentation Only: Presentation to the Board concerning the completed project design concept for a new Carson City Animal Services Facility located in the Carson City Corporate Yard Complex on Airport Road. (*Dave Gasser, BDA Architecture*)

Staff Summary: The proposed Carson City Animal Services Facility contemplates a 10,955 square foot building on a 1.6 acre site. The facility will accommodate 134 dogs, 104 cats and 7 exotics. The facility promotes adoption and provides City staff sufficient area to manage and shelter animals. The proposed budget for the project is \$3.9 million (building and site improvements) or about \$205 per square foot for the building and \$24 per square foot for the site plus contingency. Project advocates are prepared to begin the fundraising for the new facility.

- B) For Possible Action: To recommend that the Nevada State Engineer approve Water Applications 82303, 82304, 82307, 82308, 82309, 82310, 82311, 82312, 82313, 82314, 82315, 82316, 82317, 82318, 82319, 82320, 82321, 85322, 82323, 82324, 82325 and 82326 to allow water to be delivered across county lines and between hydrographic basins. (*Andy Burnham*)

Staff Summary: Applications 82303, 82304 propose to move water presently owned by Carson City from locations within the Carson Valley portion of Carson City to Town of Minden well sites in Carson Valley. The proposed place of use of these water rights includes the Town of Minden's Carson Valley service area and the Carson City Utilities, Carson City service area.

Applications 82307, 82308, 82309, 82310, 82311, 82312, 82313, 82314, 82315, 82316, 82317, 82318, 82319, 82320, 82321, 85322, 82323, 82324, 82325 and 82326 propose to move water presently owned by Douglas County to Town of Minden well sites in Carson Valley. The proposed place of use of these water rights includes the Town of Minden's Carson Valley service area and the Carson City Utilities, Carson City service area.

- C) For Possible Action: To authorize the District Attorney's Office to join in filing an amicus brief in support of the State Engineer in *Eureka County, et al. v. State Engineer*, Case No. 61324. (*Andy Burnham & Randy Munn*)

Staff Summary: A group of municipal water purveyors intend to file an amicus brief in support of the State Engineer and are asking Carson City to sign onto the amicus brief.

31. Parks and Recreation - Open Space

- A) For Possible Action: To approve the Open Space Advisory Committee annual activity report for 2012. (*Bruce Scott / Juan Guzman / Roger Moellendorf*)

Staff Summary: Section 13.06.090 of the Carson City Municipal Code requires that the Open Space Advisory Committee provide an annual report of their activities to the Board of Supervisors. The report

contains information on the activities of the Open Space Program organized into four major categories including land management, activities with volunteers, land preservation, and financial considerations.

- B) For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the Open Space Division Work Program Outline calling for the administration of the Open Space portions of the Quality of Life fund for acquisition, restoration of natural resources, development, and management of open space and related properties for calendar year 2013. *(Juan Guzman / Roger Moellendorf)*

Staff Summary: Based on the provisions of CCMC 13.06, and in anticipation of the budget process, the reports contain information regarding land management, capital improvements, planning activities, and land transactions. The work program outline will be used to develop the budget and present the Board with an opportunity to provide direction as to program activities.

32. Purchasing and Contracts

For Possible Action: To approve Contract 1112-159 for a Comprehensive Classification and Compensation Study in the amount of \$63,900.00 to Pontifex Consulting Group, LLC., to be funded from the Carson City Managers Professional Services Account Funds as provided in FY 2012/2013. *(Kim Belt)*

Staff Summary: The Comprehensive Classification and Compensation Study objective is to evaluate the internal equity and labor market competitiveness of the compensation and classification plans of Carson City employees.

33. City Manager

- A) For Possible Action: To submit the City's nominee(s) for the Governor's consideration for appointment to the State Land Use Planning Council. *(Larry Werner)*

Staff Summary: James Lawrence, Administrator of the Nevada Division of State Lands has requested that the Board of Supervisors submit nominees to the Governor for the Governor's consideration for appointment to the State Land Use Planning Advisory Council. The request is for three nominees but in the past, the Board has only submitted one name for consideration. The Board could choose a member of the Board or Planning Commission, staff member, or member of the community to represent the City. The last representative for the City was Supervisor Pete Livermore with Juan Guzman as his alternative.

As in the past, staff is suggesting that the Board select one nominee as the City's representative. Staff has no opinion as to whether the nominee should be a Board member, Planning Commission member, staff member, or member of the general public. However should the Board determine that a staff member would be the nominee, Lee Plemel, Planning Director would be most appropriate.

- B) For Possible Action: To change the first regularly scheduled Board of Supervisors meeting in July from Thursday, July 4, 2013 to Wednesday, July 3, 2013. *(Larry Werner)*

Staff Summary: The first regularly scheduled Board of Supervisors meeting in July falls on a holiday. 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."

- C) For Possible Action: To appoint one member to the Historic Resources Commission in the Architect or Design Professional category for a four year term that expires in February 2017. *(Larry Werner)*

Staff Summary: CCMC 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least two (2) members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district. There is one position open in the Architect or Design Professional category due to a member's term expiring. Robert (Rob) Darney, a professional architect, has applied for reappointment. No other applications were received.

34. Board of Supervisors

- A) For Possible Action: Discussion and possible action to authorize the Mayor to sign a letter to Western Nevada College (WNC) supporting adult education and the Adult Literacy & Language program.

Staff Summary: WNC has requested a letter of support to help ensure future funding for their program so they may continue to provide adult learners in our community with the opportunity to gain the skills necessary to be successful in the workforce and higher education.

- B) Non-Action Items:

2013 Nevada Legislature – Bill Introductions & Activity
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

35. **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.

36. 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.

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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: January 31, 2013