

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

Day: Thursday
Date: February 21, 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** - Lt. Mark Cyr, Salvation Army
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: Adoption of Agenda**
7. **Special Presentations**

Presentation of Length of Service Awards for City Employees. (*Melanie Bruketta*)

Staff Summary: Once a month the Mayor and Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25, and 30 years of City service.

8. **Consent Agenda**

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All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8-1. Sheriff

- A) For Possible Action: To approve the 2013 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Basin Management Unit and the Carson City Sheriff's Office in the amount of \$10,000 – Agreement number 11-LE-11051360-232 (Mod 03). *(Ken Furlong)*

Staff Summary: This is a continuation of previous Operating Plans and provides for the reimbursement of costs relative to law enforcement activities while performing work for the United States Forest Service. Patrol areas include Lake Tahoe National Forest beaches, forests and parking areas including but not limited to Chimney Beach and Secret Harbor/Secret Cove.

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

Staff Summary: Resulting from the 2010 budget reductions, the detention division staffing was reduced by eight (8) positions. Currently there are 21 sworn positions and one civilian detention position to staff the facility 24/7. Civilian duty assignments are prohibited from having any direct inmate contact or transport within the facility (such as to and from court).

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

8-2. Assessor

For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Number 001-032-27 (W. Winnie Ln.), 009-111-16 (S. Carson St.) and 009-161-23 (S. Carson St.) for the 2012/13 tax year per NRS 361.055 in the amount of \$115.20. *(Kimberly Adams)*

Staff Summary: Assessors Parcel Numbers 001-032-27 (W. Winnie Ln.), 009-111-16 (S. Carson St.) and 009-161-23 (S. Carson St.) were parcels that the State of Nevada, Department of Transportation were leasing to private parties and were; therefore, taxable. The State of Nevada, Department of Transportation recorded the "termination of lease" documents on December 6, 2012, December 7, 2012 and January 30, 2013. These parcels are now exempt per NRS 361.055. The Assessor's Office is asking that the property tax be prorated from July 1, 2012 through December 6, 2012 for parcel number 001-032-27, prorated from July 1, 2012 through December 7, 2012 for parcel number 009-111-16 and prorated from July 1, 2012 through January 30, 2013 for parcel number 009-161-23. The Assessor's Office is requesting that the remaining amounts be removed and refunded from the 2012/13 Real Property Tax Roll.

8-3. Purchasing and Contracts

For Possible Action: To approve Change Order No. 3 in the amount of \$4,691.84, 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 \$10,405.03 for Contract No. 1112-194 titled Carson City Community Center ADA II Improvements to Reyman Brothers Construction, Inc. *(Kim Belt)*

Staff Summary: Project consisted of the addition of an ADA ramp, ADA lift, and ADA restroom improvements at the City's Community Center.

8-4. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 12, 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.

- B) For Possible Action: To accept the Audit Committee's recommendations for projects to include the Fleet Management Efficiency Study and Phase 1 of the Fraud Waste and Abuse (FWA) Program Development. *(Michael Bertrand)*

Staff Summary: Moss Adams made recommendations to the Audit Committee at their November 20, 2012 meeting for future projects. The Committee is recommending to the Board of Supervisors that Moss Adams perform a Fleet Management Efficiency Study and Phase 1 of the Fraud Waste and Abuse (FWA) Program Development.

8-5. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 8, 2013 thru February 11, 2013. *(Stacey Giomi)*

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

(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. City Manager

- A) Presentation Only: Presentation regarding Carson Animal Services Initiative (CASI), a non-profit organization.

Staff Summary: CASI Chairwoman Lisa Schuette will give a presentation regarding the purpose and activities of Carson Animal Services Initiative.

- B) Presentation Only: Presentation and update regarding Nevada Association of Counties (NACo) activities and priorities for the 2013 Legislative Session by Jeff Fontaine, Executive Director.

Staff Summary: NACo Director Jeff Fontaine will provide an update on NACo activities and a briefing on the upcoming Legislative session.

- C) Presentation Only: Presentation of the Carson City Quarterly Business Review for the period ending December 31, 2012. (*Linda Ritter*)

Staff Summary: This item represents the quarterly business review related to the City-wide performance scorecard. A scorecard is a tool that focuses our attention on those things most important, aligns our activities throughout the organization, measures our progress and monitors projects (initiatives) that improve our performance. In the report the objective represents what we want to achieve as a City. The performance measures give us a progress report on meeting those objectives by comparing actual data with established targets. These targets represent our expected and/or desired performance. If targets are not being met, staff focuses on those areas and determines what, if anything, can be done to reverse the situation. Initiatives are those projects adopted by the Board to support their strategic objectives and move performance in a positive direction.

11. Public Works

- A) For Possible Action: To adopt Bill No. 103, on second 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 and 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.

- B) For Possible Action: To adopt a resolution declaring intention to sell easements on City property located immediately adjacent to 5951 Highway 50 East, APN 008-523-09. (*Jeff Sharp*)

Staff Summary: The subject 1.0 acre parcel APN 008-523-09 came into city ownership in 2011 by way of a federal land patent. The parcel is a triangular shaped piece of land squeezed on one side by Highway 50, on another side by Sheep Drive, and on the third side by private commercial property. The parcel is encumbered by existing driveway access, parking, signage, drainage, vehicle display area and building improvements associated with the Capitol City Loan business at 5951 Highway 50 East, built many years prior to the City taking ownership. The proposed Resolution would allow the City to sell a set of six easements for not less than the total price of \$30,000 which is the fair market value. It is in the City's best interest to sell these easements over existing encroachments in order that property taxes can be levied on the improvements.

12. Finance

- A) For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2012. *(Nick Providenti)*

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2012 for use in preparing the FY 2014 Carson City Budget. As per last year, the city will use the OMB Circular A-87 Cost plan and will remove any costs associated with the City Manager's Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund. The City will use the Full Cost Allocation plan for amounts charged to all other Enterprise and Special Revenue Funds. Per NRS 354.613(1)(c), the item must be heard under a non-consent item at a regularly scheduled meeting.

- B) For Possible Action: To adopt a Resolution authorizing an Assignment and Assumption Agreement between the City and the Carson City Redevelopment Authority; and related matters. *(Nick Providenti)*

Staff Summary: The Board of Supervisors of Carson City, Nevada has heretofore determined that it is in the best interests of the City to purchase an office building located at 108 E. Proctor Street in the City, together with certain related land to provide office space and related parking (together known as "The Property") for the employees of the City and the Carson City Redevelopment Authority. The Authority has been granted an option to purchase the Property before June 30, 2013. The Seller and the Authority intend to enter into a First Amendment to Purchase Agreement which will allow the Authority to assign its rights under the Purchase Agreement in order to place the City in a position to purchase the Property directly from the Seller.

13. Recess as Board of Supervisors

Redevelopment Authority

14. Call to Order & Roll Call – Redevelopment Authority

15. Finance

For Possible Action: To adopt a resolution authorizing a First Amendment to Purchase Agreement between the Authority and Fireside Investments, LLC, and an Assignment and Assumption Agreement between the Authority and Carson City, Nevada. *(Nick Providenti)*

Staff Summary: The Board of Supervisors of Carson City, Nevada has heretofore determined that it is in the best interests of the City to purchase an office building located at 108 E. Proctor Street in the City,

together with certain related land to provide office space and related parking (together known as “The Property”) for the employees of the City and the Carson City Redevelopment Authority. The Carson City Redevelopment Authority has been granted an option to purchase the Property before June 30, 2013. This Resolution allows The Seller and the Authority to enter into a First Amendment to Purchase Agreement which will clarify certain aspects relating to the purchase of the Property and will also allow the Authority to assign its rights under the Purchase Agreement in order to place the City in a position to purchase the Property directly from the Seller.

16. City Manager

For Possible Action: To appoint a member of the Redevelopment Authority to the Redevelopment Authority Citizens Committee (RACC). (*Stacey Giomi*)

Staff Summary: Resolution No. 2011-RA-R-3 and 2011-R-41 state the Committee shall be comprised of seven members, including a member of the Redevelopment Authority as appointed by the Authority. Supervisor Abowd has resigned her position on RACC, her appointment was for a term expiring December 31, 2014.

17. Public Works - Planning Division

For Possible Action: To authorize the Redevelopment Authority Chairperson to sign a waiver of the provisions of Section 6 of an agreement between the Carson City Redevelopment Authority and 302 N Carson, LLC, recorded on August 13, 2008, Document #381855, allowing the transfer of ownership of the property located at 302 N. Carson Street to Adams 302 N. Carson, LLC, which is then owned by the Hop & Mae Adams Foundation, without repayment of a portion of the grant funds pursuant to the provisions of the agreement. (*Lee Plemel*)

Staff Summary: The agreement provided for a \$100,000 grant for improvements to the building at 302 N. Carson Street, currently occupied by Sierra Brewing Company. Section 6 of the agreement provides that any transfer of the property triggers a repayment of a portion of the \$100,000 on a declining percentage scale over six years. If the property is transferred between January 26, 2013, and January 25, 2014 ("Year 5" of the agreement), 40 percent (\$40,000) is to be repaid per the agreement. Steve Neighbors is the appointed financial guardian of the current owner of the property, Alan Adams, and the current owner would like to transfer the property into the Foundation for the benefit of the community.

18. Public Comment

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

20. Reconvene as the Board of Supervisors

21. Public Works - Planning

- A) For Possible Action: To accept the Carson City Master Plan Annual Report, including recommended actions for the implementation of the goals and policies of the Master Plan. (MPA-12-135) (*Lee Plemel*)

Staff Summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The

report includes information regarding past, current and future Master Plan implementation actions for the Board's consideration.

- B) For Possible Action: To introduce, on first reading, an ordinance approving a development agreement between Carson City and Ross Park, LLC, regarding the development of a Planned Unit Development subdivision known as Ross Park, located on 1.24 acres between Snyder Avenue, California Street, and East Appion Way, APN 009-193-01, to extend the approval of the tentative map and other matters properly related thereto. (*Lee Plemel*)

Staff Summary: The primary purpose of the development agreement is to extend the initial approval of the tentative subdivision map, which would expire on March 15, 2013. The development would consist of 23 single family detached units upon completion. Per NRS and the Carson City Municipal Code, the approval may only be extended by approval of a development agreement. No other modifications to the proposed development are requested.

– LUNCH BREAK –

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

22. City Manager

- A) For Possible Action: To determine the number of members of the Charter Review Committee from the candidates nominated and action to appoint members to the Charter Review Committee. (*Stacey Giomi*)

Staff Summary: Current members are Larry Messina (Supervisor McKenna), Christine Fregulia (Karen Abowd), and Rob Joiner (Senator Kieckhefer). Nominations are Bruce Robertson (Mayor Crowell), Michael Matuska (Supervisor Bonkowski), Keith Shaffer (Supervisor Shirk), Elizabeth Teixeira (Supervisor Shirk), and Donna Depauw (Assemblyman Livermore).

- B) For Possible Action: To appoint one member to the Carson City Cultural Commission in the "Citizen-at-Large" category to fill the remainder of a three year term that expires in January 2015. (*Stacey Giomi*)

Staff Summary: CCMC 2.41.040 provides for a seven (7) member Cultural Commission. There is one open position due to a member's resignation. Applications were received from Jean Chicoine-Barrette, Danielle Cook, and Delsye Mills. No other applications were received.

- C) For Possible Action: To appoint one member to the Carson City Planning Commission to fill the remainder of a four year term that will expire in January 2014. (*Stacey Giomi*)

Staff Summary: CCMC 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one vacancy due to a member's resignation. There were seven applications received from the following individuals: Donna Gray, Sean Marler, Thomas (Tom) Metcalf, Gene Munnings, John Owens, Kent Steele, and Ronald Wilson. No other applications were received.

23. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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

- 24. 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.

25. 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: February 14, 2013