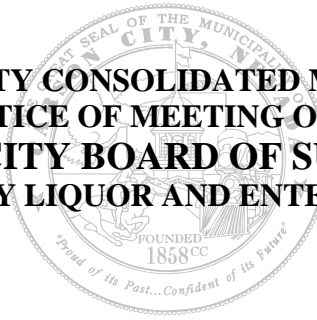


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



Day: Thursday
Date: March 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** - Bruce Henderson, Church of Christ
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 17, 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. Clerk-Recorder

For Possible Action: To accept the annual Recorders Technology Fund Report as submitted by the Carson City Clerk-Recorder. (*Alan Glover*)

Staff Summary: This report shows actual revenues and expenditures for FY 11-12 and projected revenues and expenditures for FY 12-13. NRS 247 requires the county recorder to submit an annual report to the Board of Supervisors which contains: (a) an estimate of the proceeds that the county recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS, and (b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to the same subsection for the costs related to the technology required for the office of the county recorder.

8-2. 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 26, 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 appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Stephen R. Johnson and Associates, MAI, SREA, as the appraiser for Carson City with regard to a self-contained summary appraisal for the office building located at 108 E. Proctor Street together with certain related land to provide office space and related parking, APN's 004-215-07, 004-202-01, and 004-202-02. (*Juan Guzman*)

Staff Summary: The Board of Supervisors determined through Resolution No. 2013-12 that is in the best interest of the City to initiate the process to purchase an office building located at 108 E. Proctor Street (the City's BRIC office facility), together with office space and related parking. This action is to appoint an appraiser to provide a report on the fair market value of the properties.

8-3. Purchasing and Contracts

For Possible Action: To approve Contract No. 1213-154 pursuant to NRS 332.115(1)(b); to find that Susan Pintar, M.D. is qualified to serve as the Carson City Health Officer; to appoint Susan Pintar, M.D. as the Carson City Health Officer pursuant to CCMC 9.01.030 to CCMC 9.01.050; to set the compensation of the Health Officer/WIC Physician Nutrition Support at a not to exceed amount of \$23,400 per calendar year, to be paid in equal monthly payments of \$1,950.00 from January 1, 2013 through December 31, 2014 which will be funded 35% from the WIC Supplies Account in the Grant Fund and 65% from the Health Administration Professional Services account in the General Fund as provided in FY 2012/2013 and FY 2013/2014. (*Kim Belt*)

Staff Summary: Susan Pintar, M.D. was appointed the City's Health Officer and said appointment must be renewed every two (2) years, unless a successor has been qualified and appointed (NRS 439.290 and CCMC Section 9.01.040). Carson City Health and Human Services is confident that Dr. Pintar's

experience, training and commitment to public health will enable her to successfully provide these services for Carson City.

(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. Public Works - Business License

For Possible Action: To accept the annual activity report for Administrative Citations issued. *(Lena Reseck)*

Staff Summary: An annual activity report including the disciplinary actions, penalties, and alcohol server training summary is to be presented to the Board per CCMC 4.13.150.

12. Public Comment

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

14. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

16. Public Works - Planning

For Possible Action: To adopt Bill No. 104, on second 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. *(Jeff Sharp)*

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.

17. Finance

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.

18. Fire

PUBLIC HEARING:

- A) Public hearing on the intent of Carson City to dissolve the Sierra Forest Fire Protection District and other matters properly related thereto. (*Stacey Giomi*)

Staff Summary: On January 17, 2013 the Board of Supervisors passed Resolution 2013-R-3. This resolution was passed with the intention of dissolving the Sierra Forest Fire Protection District in the western portions of Carson City. The Resolution further required the publication of a public notice and the requirement for a public hearing.

- B) For Possible Action: To enter an Order to Dissolve the Sierra Forest Fire Protection District in Carson City on June 30, 2013 and send notification to the State Forester/Firewarden of the District's dissolution. (*Stacey Giomi*)

Staff Summary: This action will follow the public hearing for the same purpose. The Board will consider public input and determine if the district should be dissolved. If the Board approves the district dissolution, notification will be sent to the State Forester/Firewarden.

19. City Manager

For Possible Action: To adopt a Resolution declaring it to be in the best interests of Carson City and its residents to offer reconveyance to the former owner the remainder of 2443 South Curry Street APN 009-051-03 (less approximately 3,145 square feet of City right-of-way) to Genevieve Felesina, Trustee of the Genevieve Felesina Family Trust or its beneficiaries for the amount of \$811,000.00. (*Larry Werner and Randal Munn*)

Staff Summary: The amount actually paid to the former owner by the City for the remainder of the parcel (36,414± square feet) after \$64,000.00 in just compensation for the taking of the right-of-way (3,145± square feet) was \$875,000 - \$64,000 = \$811,000.00. NRS 244.290 requires that before the City may sell or lease any property purchased under the threat of an eminent domain proceeding for a public right-of-way, the City must first offer for a 45-day period the reconveyance of the property to the former owner "for an amount equal to the amount paid for the land by the board."

20. Supervisor Bonkowski and Supervisor Abowd

For Possible Action: Discussion and possible action regarding the City's participation in the Earth Hour City Challenge, World Wildlife Fund's annual campaign to raise awareness of the environmental challenges we all face, such as climate change.

Staff Summary: On Saturday, March 23 at 8:30 p.m., thousands of cities around the world will go dark for one hour during Earth Hour. The Challenge includes turning off all non-essential lights in and around our government buildings, and promoting the event and encouraging landmarks and businesses in our community to join in.

21. Board of Supervisors

- A) For Possible Action: To direct staff to support SB 171, which would provide for a program of matching grants to local governments for the maintenance and repair of public works. *(Patrick Pittenger)*

Staff Summary: Staff will review the proposed legislation and request direction to support it during the current legislative session.

- B) For Possible Action: To adopt a resolution establishing City policies on state legislative issues for the 2013 session of the Nevada Legislature. *(Larry Werner)*

Staff Summary: The City Manager in consultation with the Mayor has determined that there needs to be consistent communication from the City on legislative issues and, therefore, is recommending a clear policy resolution be adopted on the involvement of the Board, City Manager, Department Managers and City employees with respect to the discussions of legislative issues and pending bills with members of the Nevada Legislature and with respect to necessary changes, support, opposition or testimony before legislative committees.

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

- D) 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

Following a recess or the adjournment of the meeting, the Carson City Board of Supervisors will meet to receive information from an attorney employed or retained by the city regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 1:00 P.M. –

22. Public Works - Planning

- A) Presentation Only: To give an overview of the funding available for the Community Support Services Grant (CSSG), the Community Development Block Grant (CDBG), the Boys and Girls Club of Northern Nevada, and the Nevada-Tahoe Conservation District, and discuss how the funding is allocated. *(Janice Brod)*

Staff Summary: The amount of CSSG funding available for all community support programs for fiscal year 2013-14 is \$257,200. The funding source is Carson City's general fund. The CSSG is separated into two categories- general programs and youth programs. General programs receive \$185,000 and youth programs receive \$72,200. Carson City also receives CDBG funding to benefit low- to moderate- income areas and individuals. This funding amount has not yet been determined, but is estimated to be similar

to 2012 funding, which was \$354,820. Carson City also allocates funds to the Boys and Girls Club from the Q18/Quality of Life Fund and to the Nevada-Tahoe Conservation District from the Storm Water Fund.

- B) For Possible Action: To prioritize the Community Support Services Grant (CSSG) funding for youth programs for FY2013-14. *(Janice Brod)*

Staff Summary: The amount of CSSG funding available for Carson City youth programs for fiscal year 2013-14 is \$72,200. The Partnership Carson City Executive Board conducted a meeting on February 6, 2013 to review the applications and make funding recommendations for consideration by the Board of Supervisors.

- C) For Possible Action: To allocate the Community Development Block Grant (CDBG) and Community Support Services Grant funding for FY2013-14, and to open a 30-day public comment period from March 8 to April 6, 2013 for review of the Carson City draft CDBG 2013-14 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. *(Janice Brod)*

Staff Summary: The CDBG funding available to Carson City for fiscal year 2013-14 is estimated to be \$354,973, which was the amount of funding for fiscal year 2012-2013. There will be approximately \$52,245 (15% maximum) for public services activities, \$230,732 for public facilities and improvements, and \$70,994 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting to interview the CDBG applicants on January 29, 2013 and then ranked the applications for recommendation to the Board of Supervisors.

TIME APPROXIMATE – 4:00 P.M.

23. City Manager

For Possible Action: To appoint one member to the Carson City Parks and Recreation Commission to fill the remainder of a four year term that expires in January 2016. *(Larry Werner)*

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There is one opening due to a member's resignation. Applications have been received from Jean Bondiott, Justin Colburn, Brenda Kolling, Eugene Maldonado, and DeLacy Sheck. No other applications were received.

- 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

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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.
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Copies of information related to the above items can be viewed in the City Manager's Office.
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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.
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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 28, 2013