



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

Day: Thursday
Date: April 4, 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 - Al Tilstra, Seventh Day Adventist 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 - February 21, 2013**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "National Service Recognition Day," April 9, 2013. (*R. Craig Warner, State Director/NV Corporation for National & Community Service*)

9.

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.
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9-1. Sheriff

For Possible Action: To accept the Intrastate Interlocal Contract between the State of Nevada, Department of Public Safety, Nevada Highway Patrol and the City of Carson City, Carson City Sheriff's Office. *(Sheriff Furlong)*

Staff Summary: On February 7, 2013 Sheriff Furlong and Chief Abney briefed members of the Board of Supervisors regarding the Nevada Highway Patrol occupying certain areas of the Carson City Sheriff's Office. This document is the final agreement between the parties and addresses all pertinent issues including the cost of tenant improvements, access to the facility, use of specific areas of the facility and the security of data and data systems.

9-2. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through March 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.

9-3. Purchasing and Contracts

- A) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Engraving Machine has reached the end of its useful life and will be donated to Lyon County Animal Control another governmental entity for educational purposes as set forth in Nevada Revised Statute (NRS) 372.3261 (File 1213-158). *(Kim Belt)*

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

- B) For Possible Action: To approve Contract No. 1213-156, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its sale by public auction desirable and in the best interest of Carson City. *(Kim Belt)*

Staff Summary: Staff has requested the following vehicles and/or equipment to be declared surplus and authorize their disposal by public auction to be conducted by TNT Auctions on April 13, 2013.

- C) For Possible Action: To authorize Public Works to utilize BID/RFP 8036 for the purchase of Fleet Vehicles through Jones-West Ford which Bid/RFP was approved by the State of Nevada and which is exempt from competitive bidding pursuant to NRS 332.115 subsection 1 (m) and NRS 332.195 providing Carson City's approved funding and purchasing procedures are followed (Contract No. 1213-157, PO No. 2013-087). *(Kim Belt)*

Staff Summary: Public Works Department is proposing purchasing three (3) One-Ton vehicles for a total purchase price of \$98,817.00.

9-4. Fire

For Possible Action: To adopt a resolution to enter into a cooperative fire protection agreement between the United States Department of Interior, Bureau of Land Management, Carson City District Office and the Carson City Fire Department for the provision of mutual aid for wildland fires and to approve the Annual Operation Plan as a component of the master agreement. *(Stacey Giomi)*

Staff Summary: The master agreement between Carson City and the Bureau of Land Management is required to be updated every 5 years. This agreement will cover the 5 year period from the date of adoption. The agreement provides the details for the exchange of resources via mutual aid and delineates how the agencies will reimburse each other in the event reimbursement is necessary. The agreement adopts an Annual Operating Plan (AOP) by reference.

9-5. City Manager

For Possible Action: To reappoint Chris Freeman to the Nevada Tahoe Conservation District for a two year term ending December 31, 2014. *(Larry Werner)*

Staff Summary: The Nevada Tahoe Conservation District functions under the auspices of NRS 548.283 which states the governing bodies of any counties located within the boundaries of the district shall appoint a representative to represent them as a supervisor on the governing board of the district.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

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

12. For Possible Action: Approval of Minutes - February 7, 2013

13. Public Works - Business License

For Possible Action: To approve Reynaldo Ortiz as the liquor manager for Bella Fiore Wines (Liquor License #13-29538) located at 224 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. Reynaldo Ortiz is purchasing the business and will be the liquor manager. Staff is refraining from making a recommendation.

14. **Public Comment**
15. **For Possible Action: To Adjourn as the Liquor and Entertainment Board**
16. **Reconvene as the Board of Supervisors**

Ordinances, Resolutions, and Other Items

17. **Any item(s) pulled from the Consent Agenda will be heard at this time.**
18. **Public Works - Planning**

For Possible Action: To provide direction to staff regarding the donation of properties on Brown Street from Lyon County to Carson City, APN's 008-303-15, -21, -36, -37, and -39. (*Lee Plemel*)

Staff Summary: In 2005 the Western Nevada HOME Consortium (WNHC) funded the purchase of properties on Brown Street using federal HOME funds in order to construct 45 units of affordable, for-ownership low-income housing. The Carson City Townhomes "Brown Street" project failed to materialize due to the economic downturn and the eventual bankruptcy of the developer, Citizens For Affordable Housing (CAHI). Since then, Lyon County, the lead agency for the WNHC, has paid back their investment to HUD and now owns the property. The State of Nevada had also invested Federal funds in the property but has also paid back the funds to HUD. Lyon County is now interested in donating the property to Carson City since Carson City was a member of the WNHC and would have benefitted from its development. Carson City would be able to either keep the property for public use, auction the property for private development, or donate the property to an organization that would build affordable housing.

19. **Finance**

For Possible Action: To adopt Bill No. 105, on second reading, an ordinance authorizing an Installment Purchase Agreement, Deed of Trust and Security Agreement for the purpose of acquiring, improving, and equipping a building project; authorizing the execution of the agreement and other documents related to the agreement; granting a security interest in such building project; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: The City has determined that the Installment Purchase Agreement should be entered into in the maximum principal amount of \$1,250,000 in order to finance all or a portion of the cost of acquiring, improving, and equipping a building project (commonly known as the City's BRIC facility on 108 E. Proctor Street).

20. **Public Works - Building Division**

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05 Building Code, Section 15.05.020, Adoption and Administration of Building Codes, by adopting the 2012 Editions of the International Building Code, International Residential Code, International Mechanical Code, Uniform Mechanical Code, Uniform Plumbing Code, International Fuel Gas Code, International Property Maintenance Code, International Existing Building Code, and International Swimming Pool and Spa Code, the 2011 Edition of the

National Electric Code, the 2012 Northern Nevada Amendments, the 2011 Northern Nevada Energy Code Amendments; and other matters properly related thereto. (*Kevin Gattis*)

Staff Summary: The proposed language would modify the text of the Carson City Municipal Code by changing/adding to the format of the current ordinance by replacing the current amendments to the adopted codes with the 2012 Northern Nevada amendment package. Although submittals to the Building Division may conform with the proposed changes beforehand, September 1, 2013 would be the effective date of this ordinance and the change to the code.

21. Parks and Recreation

- A) For Possible Action: To accept the Cultural Commission's 2012/13 annual report and approve the Commission's 2013/14 work plan. (*Vern Krahn / Karen Abowd*)

Staff Summary: The Cultural Commission is required by CCMC 2.41.060(7) to submit an annual report and work plan to the Board of Supervisors no later than May 1 of each year.

- B) For Possible Action: To approve the submittal of a Recreation Trails Grant application to the Nevada Division of State Parks for path maintenance and safety upgrades on the Highway 50 (East) multi-use path between Lompa Lane and East College Parkway/Fairview Drive and authorize Mayor Robert L. Crowell to sign a letter of support on behalf of Carson City. (*Vern Krahn / Dan Doenges*)

Staff Summary: Carson City has the opportunity to apply for a Recreation Trails Grant through the Nevada Division of State Parks for path maintenance and safety upgrades to the Highway 50 (East) multi-use path between Lompa Lane and East College Parkway/Fairview Drive. The Public Works Department and Parks and Recreation Department are requesting Board of Supervisor approval to apply for this grant.

22. Public Works

- A) For Possible Action: Pursuant to Resolution No. 2013-R-11, A RESOLUTION DECLARING INTENTION TO SELL EASEMENTS on City property APN 008-523-09 located immediately adjacent to 5951 Highway 50 East (Capitol City Loans), duly posted and published, sealed bids not less than the fair market value of \$30,000 that are timely delivered to the Carson City Clerk Recorder at 8:30 a.m. on April 4, 2013, or before the Board's consideration of this matter at the Carson City Community Center Sierra Room 851 East William Street, Carson City, Nevada on that day, with an immediate ability to pay at the time of the bid, will be opened, examined and declared to the public by the Board of Supervisors; prior to any decision on the written bids the Mayor will call for any oral bids from responsible persons in compliance with NRS 244.282; after which the Board may deliberate and accept the highest written bid, or accept the highest oral bid that exceeds by at least 5% the highest written bid, or reject all bids and instruct new bids be solicited, or reject all bids and withdraw the easements from sale, or defer its decision to a future public meeting within 10 calendar days. (*Jeff Sharp*)

Staff Summary: If the Board accepts any bid duly paid it will also adopt a resolution accepting the bid and authorizing the Mayor to execute the easements. 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 authorizing

Resolution allowed the City to sell a set of five 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.

- B) For Possible Action: To adopt a resolution accepting the highest bid for the purchase of easements on City property fully set forth in Resolution No. 2013-R-11 located on APN 008-523-09 and in compliance with NRS 244.282 and authorizing the Mayor to execute to the purchaser all such easements created thereby. (*Jeff Sharp*)

Staff Summary: Since the Board may accept the highest bid with a present ability to pay, NRS 244.282(7) requires that it also adopt a resolution accepting the bid and authorizing the Mayor to execute the easements purchased. 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 authorizing Resolution allowed the City to sell a set of five 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.

23. City Manager

For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee as a "Business Operator" or "Property Owner" from Redevelopment Area 1 to fill a three year term that expires in January 2016. (*Larry Werner*)

Staff Summary: Carson City Resolution No. 2011-RA-R-2 and 2011-R-41 re-establishes the Carson City Redevelopment Authority Citizens Committee to include the following seven members: 1) A member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair; 2) Two members who must be business operators or property owners from Redevelopment Area 1; 3) Two members who must be business operators or property owners from Redevelopment Area 2; 4) Two citizens-at-large appointed by the Redevelopment Authority who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

There is one opening for a "Business Operator" or "Property Owner" from Redevelopment Area 1 due to a member's term expiring. DeLacy (Lacy) Sheck has applied for appointment. No other applications were received.

24. Board of Supervisors

- A) For Possible Action: Discussion and possible action to convey to the 2013 Legislature the Board's position on AB401 (BDR 24-58), a bill to revise provisions governing the designation of certain city nonpartisan offices.

Staff Summary: Existing law provides that elective city offices are nonpartisan offices. Section 5 of this bill provides that elective city offices other than municipal judges are partisan offices. This bill provides that certain cities are required to hold primary city elections, at which time there must be nominated candidates for offices to be voted at the next general city election.

- B) 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

- 25. **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.

26. 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.
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This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.
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This agenda and backup information are available on the City's website at www.carson.org/agendas
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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: March 28, 2013