



**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS**

**Day:** Thursday  
**Date:** April 18, 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 and Introductions**

- A) Presentation of a proclamation commending Harold Jacobsen. (*Mayor Crowell*)
- B) Presentation of a proclamation for National Library Week, April 14 - 20, 2013. (*Sara Jones*)
- C) Presentation of a proclamation for Nevada Moves Day, April 24, 2013. (*Marena Works*)

D) 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.

E) Presentation only: Introduction of Bill Dunkelburger, Forest Supervisor, U.S. Forest Service, Humboldt-Toiyabe National Forest. (*Juan Guzman*)

Staff Summary: The Board of Supervisors welcomes Bill Dunkelburger, who was selected as the Forest Supervisor for the Humboldt-Toiyabe National Forest, the largest national forest in the lower 48 states. Bill is responsible for eight districts in the State of Nevada and eastern California and one recreation area, including the Carson Ranger District. The Humboldt-Toiyabe National Forest approximates 6.3 million acres. The Carson Ranger District surrounds Carson City on the Carson Range and public lands to the west of Highway 395.

F) Presentation Only: Presentation and discussion of Provost Carman's proposal to merge University of Nevada Cooperative Extension and the College of Agriculture, Biotechnology and Natural Resources under one dean.

Staff Summary: President Marc Johnson and Provost Kevin Carman of University of Nevada, Reno will provide a brief presentation and answer any questions regarding this proposal.

**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.*  
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**8-1. Treasurer**

For Possible Action: To authorize and accept a negotiated settlement of unpaid accrued landfill fees with Capital Drywall pursuant to City policy regarding a negotiated compromise in the amount of \$2,500.00 in satisfaction of a \$5,195.00 landfill agreement obligation. (*Al Kramer*)

Staff Summary: By City policy, the Treasurer with the concurrence of the City Manager can negotiate the reduction of monies owed the City under the condition that failure to reduce the amount owed may result in the City receiving nothing and that the maximum amount which can be removed from the accounts payable is \$5,000. Any such negotiated settlement must be then presented to the Board of Supervisors. Capital Drywall is in the process of going out of business. Their account was already, and still is, in a cash only status.

**8-2. 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 April 9, 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](http://www.carson.org).

### **8-3. Purchasing and Contracts**

For Possible Action: To accept the quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. *(Kim Belt)*

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

### **8-4. Public Works**

For Possible Action: To adopt a resolution and approve an interlocal agreement between Carson City and the Nevada Tahoe Conservation District for the purpose of stormwater management planning assistance. *(Robert Fellows)*

Staff Summary: Carson City and the Nevada Tahoe Conservation District wish to enter into an interlocal agreement for stormwater management planning. The Nevada Tahoe Conservation District has the knowledgeable staff and experience to assist Carson City with erosion, sedimentation and natural resource management issues.

### **8-5. Fire**

For Possible Action: To authorize Carson City to submit an application for a State of Nevada, Department of Transportation Intermodal Planning/Transit Section grant in an amount of \$44,300. *(Tom Tarulli)*

Staff Summary: The Board of Supervisors is required to authorize the submittal of applications for grants in excess of \$25,000, pursuant to policy. The Department of Transportation grant provides financial assistance to help agencies purchase transit vehicles. This grant application was due April 15th, this action will allow the grant to proceed as submitted. The grant is for the purchase of a wheelchair van to expand transportation of wheelchair bound medical patients.

### **8-6. City Manager**

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of March 12, 2013 thru April 8, 2013. *(Larry Werner)*

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. Public Works**

For Possible Action: To approve an amended Interlocal Cooperative Agreement between the Carson Area Metropolitan Planning Organization (CAMPO), Regional Transportation Commission (RTC) and Board of Supervisors (BOS), which defines the roles and responsibilities of each body in transportation-related matters in Carson City. *(Patrick Pittenger)*

Staff Summary: The proposed Interlocal Cooperative Agreement amends and will replace the previous agreement dated September 6, 2012; and primarily adds language to address the various responsibilities in a facility construction project that is shared-use and partially funded with Federal Transportation Administration (FTA) assistance.

**11. Public Works - Building Division**

For Possible Action: To adopt, on second reading, Bill No. 106, 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.

**12. Public Works - Planning**

For Possible Action: To recommend to the Department of Housing and Urban Development (HUD) approval of the Carson City 2013-14 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. *(Janice Brod)*

Staff Summary: The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. At the March 7, 2013 Board of Supervisors meeting, the Board reviewed and approved the 2013-14 CDBG Public Services and Public Improvements funding recommendations. The CDBG funding available to Carson City for fiscal year 2013-14 is estimated to be \$354,820.

### 13. Finance

- A) For Possible Action: To introduce, on first reading, an Ordinance authorizing the issuance by the City of its “Carson City, Nevada, General Obligation (Limited Tax) Capital Improvement Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2013A,” for the purpose of financing the cost of refunding certain outstanding bonds of the City; ratifying action previously taken toward issuing the proposed bonds and effecting the purpose of their issuance; and providing other matters relating thereto. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Capital Improvement Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2013A for the purpose of refunding certain of their previously issued General Obligation bonds, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

- B) For Possible Action: To introduce, on first reading, an Ordinance designated by the short title “2013B V&T Refunding Bond Ordinance”; authorizing the issuance by the City of its negotiable “Carson City, Nevada, General Obligation (Limited Tax) V&T Recreation Refunding Bonds (Additionally Secured by Gross Pledged Revenues), Series 2013B,” for the purpose of financing the costs of refunding certain outstanding bonds of the City; providing the form, terms and conditions of the bonds, and other details in connection therewith; providing for the levy and collection of annual general (ad valorem) taxes for the payment thereof; additionally securing their payment by a pledge of revenues derived from the operation of certain recreational facilities and by a pledge of certain license taxes and room taxes fixed and imposed by Carson City; providing other covenants, agreements and details and making other provisions concerning the bonds, such facilities, the general tax proceeds and the revenues pledged for the payment of such bonds; ratifying action previously taken toward issuing the proposed bonds; providing other matters relating thereto; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) V&T Recreation Refunding Bonds (Additionally Secured by Gross Pledged Revenues), Series 2013B for the purpose of refunding certain of their previously issued General Obligation bonds, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

- C) For Possible Action: To introduce, on first reading, an Ordinance authorizing the issuance by the City of its “Carson City, Nevada, General Obligation (Limited Tax) Park Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2013C,” for the purpose of refinancing certain outstanding bonds previously issued for Parks, Trails and Recreational Facilities; ratifying action previously taken toward issuing the proposed bonds and effecting the purpose of their issuance; and providing other matters relating thereto. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Park Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2013B for the purpose of refinancing certain outstanding bonds previously issued for Parks, Trails and Recreational Facilities, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

## 14. Health and Human Services

### **PUBLIC HEARING:**

- A) For Possible Action: To find that the proposed ordinance amending Title 9 Section 9.04.040 - Permits, Approvals and Other Requirements, to clarify language, update fee language, add fees from Title 12 into Title 9, and other matters properly related thereto, does impose a direct and significant economic burden on a business or directly restrict the formation, operation or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met. (*Marena Works*)

Staff Summary: Staff recommends that the Board of Supervisors consider an increase in fees for permits issued by Carson City Health and Human Services Environmental Health Program to support general fund by charging for each permit issued by the Environmental Health Program. Permits have historically been calculated based on the whole facility, and not the individual permitted area. This update would allow for all permits issued by Carson City Health and Human Services Environmental Health Program to be charged for, and would be a consistent methodology with surrounding health authorities. These updates also add charges for plan reviews of commercial and residential building permits. The fees for residential well and septic are in other chapters of Carson City Municipal Code; this update would bring all the fees charged by Carson City Health and Human Services, Environmental Health Program into one chapter. New fees that would be charged would include Invasive Body Decoration and Child Care Facilities. Historically these types of permitted establishments have not been charged a fee for the permit issued by the Environmental Health Program.

An internal comparison study of the fees included fees charged by the State of Nevada, Washoe County District Health Department and Southern Nevada Health District. Fees that would be charged with this change would be lower than the surrounding health authorities in Nevada.

- B) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 9, Health and Welfare, Chapter 9.04 - Health Division Permits and Fee Schedule, amending Section 9.04.010 - Definitions, to clarify and expand definitions and add a definition of inventory, amending Section 9.04.020 - Permits Required, updating the language of the section to clarify the type of health permits that are issued - amending Section 9.04.030 - Duties of the Permit Holder, to clarify language, amending Section 9.04.040 - Permits, Approvals and Other Requirements, to clarify language update, update fee language, add fees from Title 12 into Title 9, amending Section 9.04.050 - Revocation or Suspension, to clarify language, amending Section 9.04.060 - Penalties, addition of language from Section 9.04.065, deleting Section 9.04.065- Additional Fees, deleting Section 9.04.070 Severability, and other matters properly related thereto. (*Marena Works*)

Staff Summary: Fees for permits issued by Carson City Health and Human Services Environmental Health Program have historically been calculated based on the whole facility, and not the individual permitted area. This update would allow for all permits issued by Carson City Health and Human Services Environmental Health Program to be charged for, and would be a consistent methodology with surrounding health authorities. These updates also add charges for plan reviews of commercial and residential building permits. The charges for residential well and septic are in other chapters of Carson City Municipal Code; this update would bring all the fees charged by Carson City Health and Human Services, Environmental Health Program into one chapter. New fees that would be charged would include Invasive Body Decoration and Child Cares. Historically these types of permitted establishments have not been charged a fee for the permit issued by the Environmental Health Program.

An internal comparison study of the fees included fees charged by the State of Nevada, Washoe County District Health Department and Southern Nevada Health District. Fees that would be charged with this change would be lower than the surrounding health authorities in Nevada.

**PUBLIC HEARING:**

- C) For Possible Action: To find that the proposed ordinance amending Title 9, Food Establishments, Chapter 9.05 – Food Establishments, updating the language of the section to update inspection frequencies and by amending the number of inspections and by updating mobile unit requirements, and other matters properly related thereto, does not impose a direct and significant economic burden on a business or directly restrict the formation, operation or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met. (*Marena Works*)

Staff Summary: Staff recommends that the Board of Supervisor consider updating the inspection frequencies of food establishments and allowing Mobile Units to stay in one (1) location for up to four (4) hours. This change in the ordinance will not cause a significant burden to food establishments. In 2001 Staff presented Bill No. 103 to update the inspection frequencies of our permitted food establishments, and it passed. In late 2001, Bill No. 123 passed, that used old language that was not from Bill No. 103, and changed the inspection frequencies back to current language. Since 2001, staff from the Environmental Health program has been conducting inspections based on the original Bill No. 103. By updating the Mobile Unit requirements, it would align with how the Mobile Units are dealt with currently. This update would also allow for Mobile Units to stay at a location for four (4) hours, this would be consistent with surrounding jurisdictions, and would allow for new business to operate in our jurisdiction, which could not operate on such a strict time constraint of 30 minutes.

- D) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 9, Food Establishments, Chapter 9.05 - Food Establishments, updating the language of the section to update inspection frequencies and by amending the number of inspections and by updating mobile unit requirements, and other matters properly related thereto. (*Marena Works*)

Staff Summary: In 2001 staff presented Bill No. 103 to update the inspection frequencies of our permitted food establishments, and it passed. In late 2001, Bill No. 123 passed, that used old language that was not from Bill No. 103, and changed the inspection frequencies back to current language. Since 2001, staff from the Environmental Health program has been conducting inspections based on the original Bill No. 103. Updating the Mobile Unit requirements, would align with how the Mobile Units are dealt with currently. This update would also allow for Mobile Units to stay at a location for four (4) hours, this would be consistent with surrounding jurisdictions, and would allow for new business to operate in our jurisdiction, which could not operate on such a strict time constraint of 30 minutes.

**15. 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

– LUNCH BREAK –

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

**16. Public Works**

For Possible Action: Presentation of Rate Analysis by FCS Group, Rate Consultants, regarding Water and Sewer Rate Study and possible direction to staff. (*Andrew Burnham*)

Staff Summary: The Water and Sewer Rate Study objective was to evaluate potential changes in customer class cost allocations and design alternative rate structures to meet utility pricing goals assuming a revenue-neutral long range financial forecast for each utility. Connection charges were updated to reflect current and planned system investment. In addition to a revenue neutral baseline analysis, scenarios were developed to project revenue requirements to meet O&M, capital, and fiscal policy needs in the future. The rate consultant will present the results of the study. The Board will give direction to staff and consultants for the development of rate options to be scheduled for future adoption.

– EVENING SESSION – APPROXIMATE TIME – 6:30 P.M. –

**17. Public Works**

For Possible Action: To provide direction to staff regarding the Downtown Carson Street Parking and Pedestrian Improvement Plan to reduce travel lanes from four to two lanes and stripe parking spaces on Carson Street, generally between 5th Street and Ann Street. (*Lee Plemel*)

Staff Summary: Representatives of downtown businesses asked the Board of Supervisors to consider a proposal to stripe Carson Street to provide additional parking for downtown businesses and create a safer pedestrian environment. City staff has met with downtown property owners and businesses and conducted a public workshop on March 14, 2013, to provide information regarding the project and answer questions. City staff has received numerous public comments regarding the proposed plan, both in favor and in opposition of the plan.

**18. 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.

**19. 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](http://www.bactv.org).*  
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*This agenda and backup information are available on the City's website at*

*[www.carson.org/agendas](http://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: April 10, 2013**