



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

Day: Thursday
Date: May 16, 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 - Ken Haskins, First Christian 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 - March 7, 2013

7. For Possible Action: Adoption of Agenda

8. Special Presentation

A) 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.

- B) Presentation of a proclamation for “Invasive Species Awareness Week” from May 20 to 26, 2013. (*Ann Bollinger*)

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 create an account in the general fund for the support of the Coroner’s Office, and deposit in the account funds received from the State Registrar of Vital Statistics pursuant to NRS 440.690. (*Sheriff Furlong*)

Staff Summary: NRS 259.025 subsection 1 provides for the creation of an account for the support of the office of the county coroner, and defines the source of funds deposited to the account to be those funds collected by the State Registrar of Vital Statistics pursuant to NRS 440.715. Subsections 2 through 6 further define accounting methods and the proper use of the funds. There is no requirement to establish this account - each county may participate at the discretion of the board of county commissions or board of supervisors. Currently, four counties are receiving these funds - Washoe County, Clark County, Douglas County and Mineral County. The creation of this account does not increase the cost to the public. One dollar of the amount collected is allocated in support of the coroner’s office. Should the county not create an account the \$1 collected is deposited to the State General Fund.

9-2. Treasurer

For Possible Action: To accept the acknowledgment of Affidavit of Delinquent Notice Mailing For Real Property Taxes. (*Al Kramer*)

Staff Summary: Per NRS 361.5648 Section 3, Within 30 days after mailing the original notice of delinquency, the tax receiver shall issue his personal affidavit to the board of county commissioners affirming that due notice has been mailed with respect to each parcel.

9-3. 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 May 7, 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.

9-4. Purchasing and Contracts

For Possible Action: To accept Public Works recommendation to approve an amendment to increase PO No. 2013-087 to Jones-West Ford for the purchase of Fleet Vehicles in the amount of \$10,057.00 for a new total of \$108,874.00. (Contract No. 1213-157, PO No. 2013-087) *(Kim Belt)*

Staff Summary: On April 4, 2013, the Carson City Board of Supervisors approved the above listed PO in the amount of \$98,817.00. This request is to increase the amount of the PO by \$10,057.00 for a new total of \$108,874.00, due to the unavailability of gasoline engines and changing to diesel engines for the vehicles. The purchase is through the State by joining their bids for vehicles.

9-5. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of April 9, 2013 thru May 6, 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

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

11. Sheriff

For Possible Action: To authorize the Carson City Sheriff's Office to continue discussions with the Carson City School Board to determine the feasibility of requesting funding from the Office of Community Oriented Policing Services to expand the School Resource Officer Program. *(Sheriff Furlong)*

Staff Summary: The Office of Community Oriented Policing Services (COPS Office) has announced the opening of the FY 2013 COPS Hiring Program (CHP). CHP is a competitive grant program which awards funds directly to law enforcement agencies in an effort to increase community policing capacity and crime prevention efforts. The grant will fund up to \$125,000 per officer position over a three year period. In addition, the grant requires that each position awarded be retained with local funds for a minimum of 12 months from the conclusion of the award. Based on adding two positions to the SRO program, this grant would require a match of approximately \$300,000 over the three year award period. Because of the financial match and programmatic reporting requirements, it is prudent to determine if both agencies can commit to the necessary match prior to preparation of the application. Sheriff Furlong will present the concept of the program to the Carson City School Board on May 14, 2013. Upon agreement of both Boards, the Sheriff's Office will work with the School Board to prepare the grant

application. If the grant is awarded, the Sheriff's Office will present the award to the Board of Supervisors for final acceptance.

12. Health & Human Services

- A) For Possible Action: To adopt, on second reading, Bill No. 110, an ordinance amending the Carson City Municipal Code Title 7, Animals, Chapter 7.13 Licensing and Regulations, by amending the chapter to change the name from Animal Control Center to Animal Services and from Animal Director to Animal Services Manager, and by updating the chapter regarding the animal services department's and officer's duties, and to revise and eliminate certain provisions, and by amending Section 7.13.010, Definitions, to alphabetize and amend and add new definitions, and by updating Section 7.13.020 Carson City Animal Control Use, to update the powers of animal services and relocating some existing provisions, and by amending Section 7.13.030, Animal Services Director - Animal Services Officers - Powers and Duties, to change the section name and duties of the animal services officers/sheriff/authority regarding animal calls, and by amending Section 7.13.040, Carson City Sheriff and Deputies, to change the section name and to provide for a collections, disbursement, and fee schedule, and by amending Section 7.13.050, Collections and Disbursements, to change the section name and duties, and by amending Section 7.13.060, Use of Tranquilizer Gun, Other Devices, in Controlling Animals, to change the section name and duties, and by amending Section 7.13.070, Search and Seizures, to change the name and duties regarding the impounding and reclaiming of animals, and by amending Section 7.13.080, Resisting or Obstructing Animal Services Officers, Health Officer, or Sheriff or Deputies, Unlawful, to change the section name and responsibility of owner, and by amending Section 7.13.090, Rabies Vaccination of Dogs, Cats and Ferrets Required - Revaccination Required - Exceptions, to change the name and amend Section 7.13.100, Animal Service Tags, Permits, and Fees, to rename it as dangerous/vicious and by amending Section 7.13.110 Restraining Animals - Sanitation, to change the section name to prohibited activities and to include the provisions previously included in 7.13.210, and by amending Section 7.13.120 Dogs Running at Large - Impounds, to change the chapter name and duties and include the provisions previously contained in 7.13.520 through 7.13.540 and 7.13.570, and to include the criminal offense for any person who refuses to relinquish any domestic animal to animal services after finding such animal, and by amending Section 7.13.130, Reserved, to change the section name and include the penalty provisions previously in 7.13.610, and expand the allowable fine amount from \$500.00 to \$1000.00 per offense and add the provision that a criminal penalty must be imposed for any offense which pertains to the bites of animals, vicious or dangerous dogs, or cruelty to animals and permit a judge, in addition to other penalties, to have the discretion to order the dog humanely destroyed, and by amending Section 7.13.140 Conditions for Release of Impounding Dog, to delete the section title and to include the provision previously contained in 7.13.620, and by deleting Sections 7.13.145 through 7.13.620, and other matters properly related thereto. (*Gail Radtke*)

Staff Summary: The proposed changes to Title 7, Chapter 7.13, update, combine and clarify the existing code and necessary changes were made to ensure our code did not conflict with NRS. This update eliminates repetitive language, reorganizes the regulation to flow in a systematic way, adds a fee schedule and states where such fees are to be credited. Some added language includes verbiage on adoption, strays and the powers and duties of Animal Services.

PUBLIC HEARING:

- B) 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, 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. (*Dustin Boothe*)

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.

- C) 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. (*Dustin Boothe*)

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:

- D) 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. (*Dustin Boothe*)

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.

- E) 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. (*Dustin Boothe*)

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.

13. Public Works - Landfill

For Possible Action: To adopt, on second reading, Bill No.112, an ordinance amending the Carson City Municipal Code Title 12 - Water, Sewerage and Drainage, Chapter 12.12 - Solid Waste Management, Section 12.12.047 - Landfill rates and fees, by: Modifying the solid waste categories to make MSW Compacted a single category; adjusting In-County Fees (1,000 lbs or greater) for the MSW Compacted category annually in May using the annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) - US City Average, Garbage and Trash Collection, as published by the Bureau of Labor Statistics, Washington D.C., commencing with the index for the twelve month period ending December 31, 2012 and each percentage change annually thereafter. In no year shall the adjustment be less than zero or more than six percent (6%). The term shall coincide with the term of the Solid Waste and Recyclable Materials Franchise Agreement, Chapter 5.10 of the Carson City Municipal Code; and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The proposed ordinance amendment will help cover inflationary costs at the Carson City Landfill and will only impact the one categorical user, Capital Sanitation Company. Under the Solid Waste and Recyclable Material Franchise Agreement, Capital Sanitation Company already receives this index rate increase annually.

14. City Manager

- A) For Possible Action: To approve an Amended and Restated Golf Course Lease Agreement for the Carson City Municipal Golf Corporation for the operation and maintenance of the two golf courses known as Eagle Valley East and Eagle Valley West changing the lease payment from an annual payment to a monthly payment of 6% of gross revenues and making other modifications thereto. *(Larry Werner)*

Staff Summary: Staff is recommending that the Board of Supervisors approve the Amended and Restated Golf Course Lease Agreement as modified at the May 2, 2013 Board meeting.

- B) For Possible Action: To appoint a member of the Board of Supervisors to the Carson City Municipal Golf Corporation (CCMGC). *(Larry Werner)*

Staff Summary: Section 1.8 of the Amended and Restated Golf Course Lease Agreement states, “CCMGC agrees that the City shall appoint one Board of Supervisors as a voting member to CCMGC’s Board.”

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

16. Recess as Board of Supervisors

– LUNCH BREAK –

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

Redevelopment Authority

17. Call to Order & Roll Call – Redevelopment Authority

18. For Possible Action: Approval of Minutes - January 17, 2013, February 7, 2013 & February 21, 2013

19. Office of Business Development

For Possible Action: To recommend to the Board of Supervisors the approval of the expenditure of \$65,000 for Special Event funding from the Redevelopment Revolving Fund for Fiscal Year 2013-14. (*Lee Plemel*)

Staff Summary: Redevelopment annually funds special events within the Redevelopment District from a portion of the Revolving Fund. The Redevelopment Agency has received more requests for funding (\$85,325 total) than budgeted Redevelopment funds available to support the requests, leaving a funding shortfall of \$20,325. The requests include \$12,000 for Western Nevada Musical Theatre Company of WNC (Les Miserables), \$2,500 for Pinkerton Ballet Theatre (Nutcracker Ballet), \$2,500 for Sierra Nevada Ballet (Peanutcracker), \$6,000 for Mile High Jazz Band Association, Inc. (Jazz & Beyond Music Festival), \$6,500 for Advocates To End Domestic Violence (Taste of Down Town), \$7,000 for the Silver Dollar Car Classic, \$10,000 for Carson City Ghost Walk, \$10,000 for NV Rural Counties RSVP Program, Inc. (Spring Fun Fair), \$10,000 for NV Rural Counties RSVP Program, Inc. (4th of July Celebration), \$10,000 for NV Rural Counties RSVP Program, Inc. (Nevada Days Celebration), \$3,825 for the Carson City Senior Center (Fight Hunger Classic Car & Boxing Show), and \$5,000 for Capital City Arts Initiative.

20. Public Comment

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

22. Reconvene as the Board of Supervisors

23. Office of Business Development

For Possible Action: To adopt a resolution authorizing the expenditure of up to \$65,000 from the Fiscal Year 2013-14 Revolving Fund of the Redevelopment Authority to support various special events in Redevelopment Area #1 as an expense incidental to the carrying out of the redevelopment plan. (*Lee Plemel*)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: The Redevelopment Authority annually funds special events within the Redevelopment District from a portion of the Revolving Fund. On May 6, 2013, the Redevelopment Authority Citizens Committee (RACC) recommended approval of funding to expend up to \$65,000 from the fiscal year 2013-14 Revolving Fund for certain special events. The Redevelopment Authority has received more requests for funding (\$85,325 total) than expected Redevelopment funds available (approximately \$65,000) to support the requests, leaving a funding shortfall of approximately \$20,325. The requests include \$12,000 for Western Nevada Musical Theatre Company of WNC (Les Miserables), \$2,500 for Pinkerton Ballet Theatre (Nutcracker Ballet), \$2,500 for Sierra Nevada Ballet (Peanutcracker), \$6,000 for Mile High Jazz Band Association, Inc. (Jazz & Beyond Music Festival), \$6,500 for Advocates To End Domestic Violence (Taste of Down Town), \$7,000 for the Silver Dollar Car Classic, \$10,000 for Carson City Ghost Walk, \$10,000 for NV Rural Counties RSVP Program, Inc. (Spring Fun Fair), \$10,000 for NV Rural Counties RSVP Program, Inc. (4th of July Celebration), \$10,000 for NV Rural Counties RSVP

Program, Inc. (Nevada Days Celebration), \$3,825 for the Carson City Senior Center (Fight Hunger Classic Car & Boxing Show), and \$5,000 for Capital City Arts Initiative.

NRS 279.628 permits the expenditure of money from the redevelopment revolving fund for the purpose of any expenses necessary or incidental to the carrying out of the redevelopment plan adopted by the Carson City Board of Supervisors.

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: May 9, 2013