



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

Day: Thursday
Date: June 6, 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 - Bill McCord, United Methodist, Retired**
- 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 21, 2013**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation in recognition of Comstock Sports Organization. *(Eric Ingbar, Chairman)*

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. Assessor

For Possible Action: To approve the partial removal and refund of Real Property Taxes for Parcel Numbers 004-202-01 (201 E Proctor St), 004-202-02 (205 E Proctor St) and 004-215-07 (108 E Proctor St) for the 2012/13 tax year per NRS 361.060 in the amount of \$832.24. *(Kimberly Adams)*

Staff Summary: Assessor’s Parcel Numbers 004-202-01 (201 E Proctor St), 004-202-02 (205 E Proctor St) and 004-215-07 (108 E Proctor St) were purchased by Carson City on April 24, 2013 document # 433618. Per NRS 361.060, these parcels are now exempt. The Assessor’s Office is asking that the property tax be prorated from July 1, 2012 through April 24, 2013 and that the remaining amount be removed and refunded from the 2012/13 Real Property Tax Roll.

9-2. Finance

A) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2012-13 Budget in the amount of \$7,827,253. *(Nick Providenti)*

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years’ budget, board action, federal and local grants and unanticipated sources of revenue.

B) 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 28, 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.

C) For Possible Action: To adopt a resolution for temporary interfund loans from the General Fund to the Regional Transportation Fund, Street Maintenance Fund, and the Grant Fund for amounts not to exceed \$120,000, \$250,000 and \$500,000, respectively. *(Nick Providenti)*

Staff Summary: The Regional Transportation Fund, Street Maintenance Fund, and Grant Fund may incur temporary cash shortages at June 30, 2013. The interfund loans would enable the City to cover the temporary cash shortages in these funds if necessary.

9-3. Carson City Airport Authority

For Possible Action: To approve and accept a 2013 Federal Aviation Administration Airport Improvement (AIP) Grant in the approximate amount of \$1,387,500 for main apron ramp reconstruction. *(Steve Tackes)*

Staff Summary: The FAA has informed the Carson City Airport Authority that it is processing an AIP Grant for the Carson City Airport and will be sending the Grant Offers out with a requirement that it be accepted and returned within 10 days. The FAA requires Carson City, as well as the Carson City Airport Authority, to approve and accept the grant offer. This Grant will be used for Phase 1 of a 3-phase project to reconstruct the apron ramp area on the southern side of the Airport runway.

9-4. Fire

- A) For Possible Action: To authorize the mayor to sign the Annual Operating Plan between Carson City Fire Department and Truckee Meadows Fire Protection District. *(Stacey Giomi)*

Staff Summary: This document is an annual supplement to the master mutual aid agreement between the agencies (the agreement was signed in June of 2012). This document spells out rates the agencies charge each other after the “free” period (defined in the agreement) has expired.

- B) For Possible Action: To authorize the mayor to sign a Mutual aid agreement between the Secretary of the Air Force acting by and through the Commander, Nevada Air National Guard and the Fire Department of Carson City. *(Stacey Giomi)*

Staff Summary: This document is a mutual aid agreement between the Carson City Fire Department and Nevada Air National Guard. The document provides the details of how to provide mutual assistance between the agencies for responses to emergency incidents. The document delineates specific information about operational procedures, and parameters under which assistance will be provided.

- C) For Possible Action: To authorize Carson City to submit an application through the Nevada Homeland Security Working Group for funding through the Nevada Homeland Security Grant Program in the amount of \$668,060. *(Stacey Giomi)*

Staff Summary: The Board of Supervisors is required to authorize the submittal of applications for grants in excess of \$25,000, pursuant to policy. This grant program is administered by the State Homeland Security Commission which receives funding from the U.S. Dept. of Homeland Security. The grant will be used to link the computer aided dispatch (CAD) systems of the agencies in the Quad County region to enable real-time sharing of resource and incident information.

9-5. Parks and Recreation

- A) For Possible Action: To approve a conceptual building design and authorize staff to move forward with bidding the project to construct a maintenance building at the Carson City Fairgrounds/Fuji Park. *(Scott Fahrenbruch / Vern Krahn)*

Staff Summary: The Parks and Recreation Department is requesting Board of Supervisor’s approval to design and construct a maintenance building at the Carson City Fairgrounds/Fuji Park. This project is

necessary to increase the Parks Division's efficiency, support facility events at the complex, store materials, and protect City equipment from weather, theft, and vandalism.

- B) For Possible Action: To authorize the City Manager and the Parks and Recreation Director to establish a new temporary committee to explore the feasibility of hosting a state fair type of event at the Carson City Fairgrounds. *(Roger Moellendorf)*

Staff Summary: There has been interest in the Carson City area regarding the feasibility of establishing a state fair type of event at the Carson City Fairgrounds that would replace the defunct state fair that was formerly held in Reno. Approving the above action will authorize the City Manager and the Parks and Recreation Director to establish a committee that would study the feasibility of hosting this type event. The findings will be reported to the City Manager who will pass on the findings to the Board of Supervisors.

9-6. Parks and Recreation - Open Space

For Possible Action: To authorize the Parks and Recreation Director to execute a grant obtained from the Southern Nevada Public Lands Management Act – Parks, Trails and Natural Areas, to assist with the design and construction of a non-motorized Eagle Creek Bridge and a segment of the Carson River Trail System. *(Roger Moellendorf)*

Staff Summary: This action will result in Carson City accepting a grant from the Southern Nevada Public Lands Management Act – Parks, Trails and Natural Areas, to assist with the design and construction of a non-motorized Eagle Creek Bridge and a segment of the Carson River Trail System in the amount of \$252,700.

9-7. Purchasing & Contracts

- A) For Possible Action: To determine that Contract No. 1314-049 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1314-049, a request for professional services to be provided by Physician Select Management, LLC through June 30, 2014, for an amount not to exceed the cost of \$115,000.00 to be funded from the Inmate Medical Care and Medical Care Accounts in the Public Assistance Fund as provided in FY 2013/2014. *(Kim Belt)*

Staff Summary: Vendor will provide qualified physicians, nurse practitioners or physician's assistants who are licensed in the State of Nevada to provide medical services for all persons in the custody of the Carson City Sheriff and the Carson City Regional Juvenile Detention Center. A contact person will be available from 8:00 am to 8:00 pm everyday of the year, including City recognized holidays.

- B) For Possible Action: To approve Contract 1213-116 for Carson City Jail Pharmaceuticals in the amount of \$75,000.00 to Diamond Pharmacy Services to be funded from the Public Assistance/Inmate Medical Care Accounts for FY 2013/2014. *(Kim Belt)*

Staff Summary: This contract is to provide Pharmaceuticals (prescription drugs) for inmates at the Carson City Jail to include Brand Name, Generic and Bulk Form Pharmaceuticals as prescribed by a physician. The firm Diamond Pharmacy Services was selected via RFP #1213-116 – Request for Proposals for Carson City Jail Pharmaceuticals. The contract will be issued for one (1) year with the option to renew for a second year.

9-8. City Manager

- A) For Possible Action: To adopt a resolution dissolving the Carson City Storm Drainage Citizens Advisory Committee. (*Larry Werner*)

Staff Summary: The formation of the Carson City Storm Drainage Citizens Advisory Committee was authorized by the Board of Supervisors on July 2, 1998. This action is for the Board of Supervisors to dissolve the committee.

- B) For Possible Action: To adopt a resolution dissolving the Carson Nugget Development Advisory Committee and thanking members for their service. (*Larry Werner*)

Staff Summary: The formation of the Carson Nugget Development Advisory Committee was authorized by the Board of Supervisors on January 1, 2010. This action is for the Board of Supervisors to thank the members for their contribution to the City and for the dissolution of the committee.

(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 & March 7, 2013

13. Public Works - Business License

- A) For Possible Action: To approve the addition of a catering liquor license to Grandma Hattie's/A Catered Affaire's liquor license (Liquor License #13-4020) located at 2811 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. Grandma Hattie's/A Catered Affaire currently has a dining room with beer and wine license. John Hurzel will remain the liquor manager. Staff is recommending approval.

- B) For Possible Action: To approve Francisco Paredes as the liquor manager for Mi Casa Too (Liquor License #13-29690) located at 3809 N. Carson St., Carson City. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Francisco Paredes is purchasing the business and will be the liquor manager. He is applying for a dining room with hard liquor license. Staff is recommending approval.

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. City Manager

Presentation Only: Presentation regarding Carson Water Subconservancy District's (CWSD) 2012 activities and accomplishments and an update on current and future activities and projects. (*Ed James*)

Staff Summary: Ed James, General Manager will provide an update on CWSD activities.

19. Treasurer

For Possible Action: To authorize the City to accept ownership of two parcels, 002-731-01 and 002-731-16, now being held in trust by the Treasurer. These parcels, on Table Rock Drive, have not had taxes paid in over three years. Proper notifications to the owner, Northridge LLC., have not had any responses. According to NRS 361.603 this property may be transferred to the City when the Board determines a public purpose may be served. (*Al Kramer*)

Staff Summary: Acceptance of the property will serve a public purpose. Carson City Parks and Recreation declared an interest in these two parcels. To facilitate this transfer of ownership, the accumulated taxes on these two parcels, \$32.55, must be paid. As the property is being acquired by the City to further Parks Department's public purpose, the taxes should be paid by the General Fund.

20. Health & Human Services

A) For Possible Action: To adopt, on second reading, Bill No.113 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. (*Romaine Gilliland*)

Staff Summary: Staff recommends that the board adopt the ordinance that allows for all permits issued by Carson City Health and Human Services Environmental Health Program to be charged for. The adoption would bring all the fees charged by Carson City Health and Human Services, Environmental Health Program into one chapter.

B) For Possible Action: To adopt, on second reading, Bill No.114 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. (*Romaine Gilliland*)

Staff Summary: Staff recommends that the board adopt the ordinance to change the inspection frequencies of food establishments and updating the Mobile Unit requirements to allow them to stay at a location for four (4) hours.

21. Human Resources

For Possible Action: To approve the employee health and dental insurance plan with St. Mary's and the employee vision plan with VSP. (*Melanie Bruketta*)

Staff Summary: This action is to approve the benefit plans for health, dental and vision for active City employees and retirees. The health plan will have the following rate increases: HMO- 2.6%, POS- 2.6% and PPO- 0%. The plan designs are changing. The dental plan will have a 10% decrease without changes in the plan design. The vision plan will have the following rate decrease: 6.1%.

22. Public Works - Planning

For Possible Action: Discussion and possible action to authorize the Mayor to sign a Quit Claim Deed and Declaration of Value to accept the transfer of properties on Brown Street from Lyon County to Carson City, APN's 008-303-15, -16, -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. This 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. A Phase 1 Environmental Site Assessment has been done on the property and there was no evidence of recognized environmental conditions in connection with the property. 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.

23. City Manager

For Possible Action: To approve and authorize the Mayor to sign Amendment No. 2 to the Ground Lease between The Seasons II Limited Partnership (Autumn Village II) and Carson City, which provides that the consideration for the lease will be in part a payment in lieu of ad valorem taxes for this entity in the event that they obtain a tax exemption pursuant to NRS 361.082. Such payment to be calculated as a normal ad valorem tax but only that portion of the tax attributable to Carson City's portion of the tax is payable under the lease. (*Larry Werner*)

Staff Summary: The Ground Lease, as amended, provides that rent shall be fixed as one dollar (\$1.00), and it was the original intent of the parties that taxes would be the lease payment. The sister facility, Autumn Village I, has a similar lease agreement that was previously amended to provide the authority for tax exemption application and a payment in lieu of taxes as its lease payment. This amendment for Autumn Village II will equalize the lease payment calculation process for the two similarly situated senior housing facilities.

24. Board of Supervisors

- A) For Possible Action: To appoint a member of the Board of Supervisors to the Nevada Association of Counties (NACO) Board of Directors to fill an unexpired term ending December 31, 2013.

Staff Summary: Supervisor Shirk resigned his appointment to the NACO Board of Directors effective May 15, 2013.

- 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

– Monthly Report on the Activities of the TRPA Governing Board (Submitted by Shelly Aldean)

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: May 30, 2013