



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

Day: Wednesday
Date: July 3, 2013
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

1. **Call to Order – Board of Supervisors**
2. **Roll Call**
3. **Invocation** - Bruce Henderson, Airport Road Church of Christ
4. **Pledge of Allegiance**
5. **Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority and the Carson City Board of Health (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, or the Mayor Pro-Tem, retains discretion to only provide for public comment under a public comment item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.
6. **For Possible Action: Adoption of Agenda**
7. **Special Introduction and Presentations**
 - A) Introduction of Susan Haas, the Interim Executive Director for NV Rural Counties RSVP Program Inc.
 - B) Presentation of a proclamation for "You Can Help Month." (*Chris Bayer*)
 - C) Presentation of a proclamation for Park and Recreation Month. (*Roger Moellendorf*)

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. Assessor

For Possible Action: To approve the removal of the taxes and penalties from the unsecured 2008/09, 2009/10 and 2010/11 tax rolls per NRS 361.5607 in the amount of \$7,080.98. *(Dave Dawley)*

Staff Summary: The Assessor’s Office is requesting the Board of Supervisors to remove those taxes and penalties that have been deemed uncollectible from the personal property taxes tax rolls. The Assessor’s Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.535 and 361.450. Most businesses have moved the personal property and we are unable to locate them. These taxes will result in a decrease for the 2008/09, 2009/10 and 2010/11 fiscal years.

8-2. District Attorney

For Possible Action: To adopt a Resolution pursuant to NRS 228.130 concurring in the request of the Carson City District Attorney in requesting that the Attorney General of the State of Nevada, or her duly appointed deputy, proceed to evaluate and, if necessary, prosecute the referenced allegations against Kenneth Steel. *(Mark Krueger and Randal Munn)*

Staff Summary: The District Attorney of Carson City, Nevada has determined that due to an actual or perceived conflict of interest in this matter, the case requires the immediate evaluation, and if necessary, the prosecution of alleged criminal conduct of a Carson City Sheriff’s Office sworn peace officer by the Attorney General of the State of Nevada or her duly appointed deputy.

8-3. Purchasing and Contracts

A) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Fifty One (51) pieces of miscellaneous surplus property have reached the end of their useful lives and will be donated to another governmental entity or to a requesting non-profit organization created for religious, charitable or educational purpose as set forth in Nevada Revised Statute (NRS) 372.3261. (File 1314-060) *(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. 1314-045, Joinder Contract with Caterpillar through the National Joint Powers Alliance (NJPA) for the purchase of a Caterpillar 250 KW Diesel Generator for a not to exceed amount of \$79,367.00 to be funded from the Water and Sewer Machinery Equipment Accounts in the respective Funds as provided for in FY 2013/2014. (File No. 1314-045) *(Kim Belt)*

Staff Summary: The joinder contract will allow Carson City to purchase the generator off of a nationally, competitively bid contract with NJPA. The proposed generator is a replacement for the standby generator for Public Works. The Public Works complex has received several additions in recent years and the

generator was not upgraded to meet the added loads. An electrical design review was performed and it was determined that the facility required a 250KW generator. The current generator is only 88KW. This generator will maintain the critical water and wastewater automation systems as well as the alternate incident command center and public works facilities in the event of a power outage.

8-4. Health and Human Services

For Possible Action: Report and possible acceptance of a \$41,000 GSK Master Settlement Funds Subgrant from the Nevada State Health Division to provide flu immunizations and Hep A/B or Twinrix to the inmate population at the Carson City Jail. (*Romaine Gilliland/Veronica Galas*)

Staff Summary: The Nevada State Health Division (Effective July 1, 2013 Division of Public and Behavioral Health) will be providing a subgrant to CCHHS to provide flu immunization and Hep A/B or Twinrix to the inmate population at the Carson City Jail. The subgrant will also include the ability for Carson City Health and Human Services to purchase mental health medications as indicated by diagnosis for the inmate population. The grant will need to be expended over a two year period as needed. A simplified monthly reporting form will require our reporting the numbers served by the grant.

8-5. Finance

- A) For Possible Action: To transfer a Sheriff's Office employee from the Sheriff's Office Operations Division to the Vocational Rehab Division in the Worker's Compensation Internal Service Fund retroactive to June 11, 2013 and allow the Sheriff's Office to hire a replacement for the injured worker. (*Nick Providenti*)

Staff Summary: The Board established the Vocational Rehab Division in the Worker's Compensation Internal Service Fund at their June 20, 2013 Board Meeting to allow departments to transfer workers that have become injured at work and will never be granted a "release to duty" certificate from a physician allowing the department to hire their replacement while the City is either contractually obligated or statutorily obligated to pay the injured worked while they train them in another vocation.

- 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 June 21, 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 to levy the Carson City Fiscal Year 2013-14 Ad Valorem Tax Rate as certified by the Nevada Tax Commission. (*Nick Providenti*)

Staff Summary: By law, the Board of Supervisors sets the Carson City Tax Rate once per year after the Nevada Tax Commission certifies the tax rates. This resolution sets the tax rate as approved in the Board of Supervisors and Redevelopment Authority budget hearings as well as setting the local rate for other governing bodies.

(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. Recess as Board of Supervisors

Board of Health

11. Call to Order & Roll Call – Board of Health

12. For Possible Action: Approval of Minutes - March 21, 2013

13. Health and Human Services

A) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer's report concerning activities the Health Officer is engaged in both inside and outside of CCHHS. (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officers engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officers role and the projects she personally works on.

B) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (*Romaine Gilliland*)

Staff Summary: Provide an update on CCHHS. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS.

C) Presentation and discussion only on the Safe Routes to Schools and Bike Month activities by Western Regional Safe Routes to Schools Coordinator Cortney. (*Cortney Bloomer*)

Staff Summary: This is an opportunity to inform the Board of Health of the goals and objectives for the Safe Routes to School (SRTS) program. Staff will also outline current (SRTS) projects and activities. Safe Routes to Schools is a national program that combines education and encouragement with other strategies to create a safe environment for children to walk, bike, or use other active transportation methods, like scooters or skateboards to get to and from school. Safe Routes to Schools aims to bring the many benefits of walking or riding to school to Carson City and surrounding communities.

D) Presentation and discussion only on the Board of Health web page on www.gethealthycarsoncity.org. (*Dustin Boothe*)

Staff Summary: This is an opportunity to inform the Board of Health of the information that we have posted on the Health Departments website.

E) For Possible Action: Report and possible acceptance of donations for Animal Services received since the last Board of Health meeting. (*Gail Radtke*)

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, the donations carry. General Donation Account (used for supplies, medical and items for animals); \$20,830.00 which includes \$20,000 by the George Reading Trust), New Hope Account (restricted to medical care); \$510.00.

- F) For Possible Action: Discussion and possible direction to staff regarding the letter of support from the Board of Health for public health accreditation. (*Cynthia Hannah*)

Staff Summary: Discussion regarding the letter of support from the Board of Health for public health accreditation (PHAB).

- G) For Possible Action: Report, discussion and possible direction to staff regarding the Deputy City manager's report on Carson City 2013 Health Rankings. (*Marena Works*)

Staff Summary: Provide an update on 2013 County Health Rankings for Carson City, Nevada as compared to other Nevada counties.

14. Public Comment

15. For Possible Action: To Adjourn as the Board of Health

16. Reconvene as the Board of Supervisors

17. Health and Human Services

For Possible Action: To adopt a resolution accepting an inter-local agreement in the amount of \$387,351 per fiscal year with Douglas County for Carson City Health and Human Services (CCCHS) to provide community health nursing services in Douglas County. (*Romaine Gilliland/Veronica Galas*)

Staff Summary: Recognizing the benefit of a collaborating partnership, CCHHS has provided community public health clinical services for Douglas County since January 2012. Clinic funding is provided through a Federal Title X grant and by Douglas County Interlocal Contract for an amount not to exceed \$387,351 per fiscal year. If the annual costs exceed the estimated contract rates for the performance of the community health nursing program, CCHHS reserves the right to exercise an emergency amendment of the contract to recoup costs from Douglas County under NRS 439.200. By entering into this Agreement Douglas County and Carson City will be able to provide greater services to the residents in regards to community health nursing care, specifically men and women's reproductive health, sexually transmitted disease infection, immunizations, well child checks and limited infectious disease control.

18. Public Works

- A) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign the "First Amendment to Interlocal Agreement Relating to Water Service (North Douglas County and Carson City Water Line Intertie Project) Between Douglas and Carson City" an amended interlocal agreement by and between Carson City and Douglas County Relating to Water Service. (*Darren Schulz*)

Staff Summary: This amended agreement facilitates the delivery of Carson City owned water rights from the Town of Minden, through Douglas County, to Carson City. This amendment to the agreement sets forth the provisions to pay for the transfer of water being delivered to Carson City through the project referred to as the "North Douglas County and Carson City Water Line Intertie Project."

- B) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign the “First Amendment to Interlocal Agreement by and Between Carson City and the Town of Minden for the Sale and Transfer of Water Rights and the Delivery of Water” which amends an interlocal agreement by and between Carson City and Town of Minden relating to water rights and service. (*Darren Schulz*)

Staff Summary: This amended agreement will facilitate the delivery of water from the Town of Minden, through Douglas County, to Carson City. It sets forth the provisions to pay for the water being delivered to Carson City through the project referred to as the “North Douglas County and Carson City Water Line Intertie Project” (intertie project).

19. Public Works - Landfill

For Possible Action: To introduce on first reading, 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: Reducing rates for Class III (Inert) Out-of-County Fees (1,000 lbs or greater) Category; Changing Inert to Construction & Demolition (C&D); and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The proposed ordinance amendment will reduce the Construction & Demolition (Inert/C&D) rate for Out-of-County customers who subscribe for 1,000 tons or more of waste disposal annually.

20. Public Works - Planning

- A) For Possible Action: To consider an appeal of the Planning Commission’s approval of a Special Use Permit to allow a two-family duplex on a corner lot in a Single Family 6,000 zoning district located at 1512 N. Nevada Street, APN 001-157-02. (SUP-13-031) (*Lee Plemel*)

Staff Summary: The Special Use Permit (SUP-31-031) for a two-family duplex on a corner lot in a Single Family 6,000 zoning district was reviewed and conditionally approved by the Planning Commission on May 29, 2013, based on the required findings for approval. At the Planning Commission meeting public testimony was solicited, and there were several comments related to the proposed project identifying concerns and opposition from property owners in the immediate area. Decisions of the Planning Commission may be appealed to the Board of Supervisors. An appeal of the Planning Commission’s approval of SUP-13-031 was properly filed pursuant to the submittal requirements of the Carson City Municipal Code 18.02.060 (Appeals). The Board of Supervisors may uphold, modify or reverse the Planning Commission’s decision.

- B) For Possible Action: To adopt a Resolution amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2014 and 2015 and estimating the maximum number of residential building permits for the years 2016 and 2017; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for growth management commission review. (GM-13-029) (*Lee Plemel*)

Staff Summary: The Board of Supervisors is required to annually establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a growth rate of three percent. A maximum of 655 residential permits are recommended for 2014. The

commercial and industrial daily water usage threshold has historically been 7,500 gallons per day, above which Growth Management Commission approval is required.

21. Board of Supervisors

Non-Action Items:

Status review of projects

– Quarterly Report on Capital 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.** –

22. City Manager

PUBLIC HEARING

Public Hearing pursuant to NRS 244.2795(1)(a) to consider and deliberate potential subsequent action to accept a single appraisal not more than 6 months old for the purposes of a proposed sale or transfer of 2443 South Curry Street (APN 009-051-19) to Richard Campagni under the Board's NRS 244.2815 economic development authority. (*Marena Works*)

Staff Summary: Johnson-Perkins & Associates, Inc, real estate appraisers & consultants has historically appraised this property for the City. The property was originally appraised on October 2, 2008 and effective January 3, 2013, Johnson-Perkins & Associates updated its November 22, 2010 summary appraisal of the property to establish the current market value of the parcel (APN 009-051-19) to be \$415,000.

23. Recess as Board of Supervisors

Redevelopment Authority

24. Call to Order & Roll Call – Redevelopment Authority

25. City Manager

- A) For Possible Action: Discussion and possible action to recommend to the Board of Supervisors, and approve and authorize the Chair of the Redevelopment Agency Board to execute the Third Amended and Restated Commitment Agreement For Continuing Business Operations with Richard Campagni, which provides that upon the Board of Supervisor's approval of a resolution pursuant to NRS 244.2815(2), the Mayor will execute a grant bargain sale deed to Richard Campagni and thereby transfer 2443 South Curry Street (APN 009-051-19) for the purposes of economic development and resolving a continuing business obligation incentive inequity by the transfer of this land in lieu of reducing Campagni's existing redevelopment loan rate from 5% to 3% to match the rate recently provided to Michael Hohl. (*Marena Works*)

Staff Summary: Richard Campagni was the first auto dealer to make a long-term continuing business commitment to Carson City. The City Manager believes there was a moral commitment made by the City that no other auto dealer would obtain a more competitive redevelopment incentive. Of necessity, the economic recession caused a recent reformation of Michael Hohl's continuing business obligation incentive loans, which resulted in Campagni's appeal for a parity concession. Because a reduction of Campagni's existing redevelopment loan rate from 5% to 3% would create an unreasonable cash windfall to Campagni at the expense of the City's general fund, staff believes the transfer of this unproductive improved land that is contiguous to Carson City Toyota to further economic development in the area would be in the best interests of the public, the Redevelopment Agency and the City.

26. Public Comment

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

28. Reconvene as the Board of Supervisors

29. City Manager

- A) For Possible Action: Discussion and possible action to adopt a resolution pursuant to NRS 244.2815(2) accepting an appraisal and declaring it in the best interests of the public to authorize the sale or transfer of 2443 South Curry Street (APN 009-051-19) to Richard Campagni upon the Mayor's execution of a grant bargain sale deed without competitive bidding and below market value for the purposes of economic development and to resolve a continuing business obligation inequity by the transfer of this land in lieu of reducing Campagni's existing redevelopment loan rate from 5% to 3% to match the rate recently provided to Michael Hohl, and to approve and authorize the Mayor to execute the Third Amended and Restated Commitment Agreement For Continuing Business Operations with Richard Campagni, which provides for the same. (*Marena Works*)

Staff Summary: Richard Campagni was the first auto dealer to make a long-term continuing business commitment to Carson City. The City Manager believes there was a moral commitment made by the City that no other auto dealer would obtain a more competitive redevelopment incentive. Of necessity, the economic recession caused a recent reformation of Michael Hohl's continuing business obligation incentive loans, which resulted in Campagni's appeal for a parity concession. Because a reduction of Campagni's existing redevelopment loan rate from 5% to 3% would create an unreasonable cash windfall to Campagni at the expense of the City's general fund, staff believes the transfer of this unproductive improved land that is contiguous to Carson City Toyota to further economic development in the area would be in the best interests of the public, the Redevelopment Agency and the City.

- B) For Possible Action: To approve the reestablishment of the Community Development Department and placing the Planning Division, Building Division, Business License Division, Code Enforcement Division and Office of Business Development (Redevelopment) from the Public Works Department to the Community Development Department; and to change the title of the Planning Director to Community Development Director and the Principal Planner to Planning Manager. (*Marena Works*)

Staff Summary: This action will remove the Divisions noted from under control and direction of the Public Works Department and create the Community Development Department to allow for more efficiency by having the Department Director report to the Deputy City Manager. The subject Divisions are located separate from the main Public Works offices and serve separate functions from other Public Works Divisions. The title changes align the Community Development Department with similar Departments within the City. Approval of this action will have no fiscal impact on the City.

- C) For Possible Action: To appoint one member to the Advisory Board to Manage Wildlife for a three year term that expires in July 2016. (*Marena Works*)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member board appointed by the Board of Supervisors. There is one opening on the Wildlife Advisory Board due to the expiration of a member's term. An application was received from James Powell. No other applications were received.

- D) For Possible Action: To appoint one member to the Historic Resources Commission in the Building Construction professional category for a four year term that expires in July 2017. (*Marena Works*)

Staff Summary: CCMC. Chapter 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least two (2) members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district.

There is one position open in the Building Construction professional category due to a member's term expiring. Donald Smit, a Building Construction professional, has applied for reappointment. No other applications were received.

30. **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.

31. **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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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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To request a copy of the supporting materials for this meeting contact

Janet Busse at jbusse@carson.org or call (775) 887-2100.
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This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, (775) 887-2100.
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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 Rook Street

Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: June 27, 2013