



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

Day: Thursday
Date: August 15, 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** - Rob Jennings-Teats, First United Methodist 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** - April 18, 2013
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation recognizing the employees of Olive Garden restaurant. (*Sheriff Furlong*)
 - B) 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.

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. 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 August 2, 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.

9-2. Public Works

A) For Possible Action: To approve and authorize the Mayor to sign a Grant of Easement by the City (grantor) to Southwest Gas Corporation (grantee) for an existing underground gas pipeline west of and adjacent to Goni Road on property owned by the City, APN 005-012-03. (*Jeff Sharp*)

Staff Summary: Back in the early 2000's Goni Road was realigned between Hot Springs Road and Arrowhead Drive adjacent to the Carson City Airport. There was an existing gas main within the previous Goni Road alignment that is still there today. Inadvertently there was no easement retained for the existing gas main when the right of way was abandoned along the old Goni Road alignment. This Grant of Easement cures that discrepancy.

B) For Possible Action: To approve and authorize the Mayor to sign a Grant of Easement by the City (grantor) to Southwest Gas Corporation (grantee) for an existing underground gas pipeline east of and adjacent to Goni Road on property owned by the City, APN 005-011-01. (*Jeff Sharp*)

Staff Summary: Back in the early 2000's Goni Road was realigned between Hot Springs Road and Arrowhead Drive adjacent to the Carson City Airport. There was an existing gas main within the previous Goni Road alignment that is still there today. Inadvertently there was no easement retained for the existing gas main when the right of way was abandoned along the old Goni Road alignment. This Grant of Easement cures that discrepancy.

C) For Possible Action: To approve and authorize the Mayor to sign a Grant of Easement by the City (grantor) to Sierra Pacific Power Company, d/b/a NV Energy (grantee) for electrical distribution facilities and access to the top of Lone Mountain for purposes of providing power to current and future telecommunications sites. (*Jeff Sharp*)

Staff Summary: The City recently entered into a lease agreement with AT&T for a telecommunications site atop Lone Mountain on City property, APN's 002-073-01, 002-101-01 and 002-101-81. The proposed grant of easement allows for installation and maintenance of electrical distribution facilities to serve the AT&T site as well as future telecommunications sites by the City or other permitted vendors.

9-3. City Manager

- A) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of July 9, 2013 thru August 5, 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.

- B) For Possible Action: To appoint Elinor Bugli to the Carson City Cultural Commission as the representative of the Carson City Arts and Culture Coalition (CCACC) to fill an unexpired term that ends in January 2016. *(Larry Werner)*

Staff Summary: CCMC 2.41.040 provides for a seven (7) member Cultural Commission. Chapter 2.41.080, Section 3 states "The commission will work with its partners in the community including, but not limited to, the Carson City Arts & Culture Coalition, Western Nevada College, Nevada Department (of) Cultural Affairs, Carson City's Convention & Visitors Bureau, the Carson City Redevelopment Authority and Carson City's future downtown business improvement district." There is one vacancy to fill an unexpired term.

9-4. Purchasing and Contracts

- A) For Possible Action: To approve the first renewal of Contract 0708-019 with EP Minerals to provide Eagle Picher (FW 12) at a cost of \$10.25 per fifty (50) pound bag plus freight and fuel surcharges from EP Minerals LLC's Lovelock, Nevada facility ordered on an as-needed basis through August 2, 2017. *(Kim Belt)*

Staff Summary: On August 2, 2007, the Board of Supervisors awarded Contract 0708-019 to EP Minerals to provide Diatomaceous Earth (DE) filter media material for Public Works Quill Water Treatment Plant for a five (5) year contract with the option to renew for an additional five (5) years. Public Works is interested in exercising the option to renew this contract.

- B) For Possible Action: To approve Contract No. 1143-079 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Carollo Engineers, Inc., to provide Engineering Services during Construction of the WWRP Digester Rehabilitation Project – Phase I through June 30, 2014 for a not to exceed amount of \$87,119.00 to be funded from the Wastewater Fund Account as provided for in FY 2013/2014. *(Kim Belt)*

Staff Summary: This contract provides for Engineering Services during construction of the WWRP Digester Rehabilitation Project – Phase I including: Design team engineering support, submittal review,

change order assistance, substantial completion walk through inspection, preparation of final plans, attendance at pre-construction conference, and preparation of Operations and Maintenance manual.

9-5. Carson City Airport Authority

For Possible Action: To approve the Agreement for Amendment and Partial Termination of Airport Lease and Assignment of Lease for the lease between Airport Structures LLC and the Carson City Airport Authority reducing the size of the lease originally recorded June 23, 2004 as Document No. 320769, along with subsequent amendments, and assigning the remaining lease to Heritage Hangars Condominium Association, a Nevada domestic non-profit corporation. *(Steve Tackes)*

Staff Summary: At a regular meeting of the Carson City Airport Authority on May 16, 2013, publicly noticed for that purpose, the Authority approved a reduction in size to this lease and an assignment of the remaining lease area to Heritage Hangars Condominium Association.

(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. Finance

For Possible Action: To adopt, on second reading, Bill No. 117, an ordinance amending Carson City Municipal Code Title 4 Licenses and Business Regulations, Chapter 4.04 Business Licenses, Section 4.04.107 Public Utilities by increasing business license fees on electric services by .5% effective October 1, 2013. *(Nick Providenti)*

Staff Summary: The revenue generated from this increase will be used to fund the costs needed in the Carson City General Fund to maintain services at their current levels.

12. Fire

A) For Possible Action: To adopt, on second reading, Bill No.118, an ordinance amending the Carson City municipal code title 14, chapter 14.01 general provisions, by amending section 14.01.035 traffic laws apply to non emergency vehicles, to change the section name to alternative materials and methods, and by deleting the provisions previously contained therein and adding the provisions previously contained in 14.01.040, and other matters properly related thereto. *(Stacey Giomi)*

Staff Summary: This language was added to municipal code many years ago when it was common for firefighters to respond to emergencies from their residences. The provision was never removed from the code in subsequent revisions. There is no longer any need for this language as it is covered in NRS and is not a practice commonly performed any longer.

B) For Possible Action: To adopt, on second reading, Bill No.119, an ordinance amending the Carson City Municipal Code Title 14, Chapter 14.02, International Fire Code, by amending Section 14.02.005 by changing the section name to Codes Adopted and by amending Section 14.02.010 Title, by changing the section name to International Fire Code Amendments and to include the provisions previously contained in; 14.02.020 Referenced Codes and Standards, 14.02.025 Appointment, 14.02.035 Fire Hydrants and Valves, 14.02.045 Required Construction Permits, 14.02.048 Owner/Occupant Responsibility, 14.02.055

Violation Penalties, and 14.02.060 Failure to comply and by amending 14.02.015 by changing the section name to International Wildland-Urban Interface Code Amendments and by adding the mandate that the provisions of the 2012 International Wildland-Urban Interface Code be modified as indicated in the 2012 Northern Nevada Fire Amendments and be known as the Wildland-Urban Interface Code and by adding a definition of the fire code official and other matters properly related thereto. *(Stacey Giomi)*

Staff Summary: The proposed language would modify the text of the Carson City Municipal Code by adopting the latest version (2012) of the International Fire Code and the International Wildland-Urban Interface Code together with the Northern Nevada Amendments to form the basis for the city's fire code.

- C) For Possible Action: To adopt, on second reading, Bill No.120, an ordinance amending the Carson City Municipal Code Title 14, Chapter 14.04, Wildland Interface Sections 14.04.005 through 14.04.035 by deleting the provisions contained therein. *(Stacey Giomi)*

Staff Summary: The proposed language is recommended for deletion as the provisions previously contain within this section of CCMC are being proposed for inclusion in Chapter 14.02.

13. Parks and Recreation - Open Space

For Possible Action: To authorize the deposit of approximately \$375,000 into the Bureau of Land Management's Silver Saddle Stewardship Account for the oversight and enforcement of the conservation easement, and the transfer of approximately 3,604 acres of federal land to Carson City, as approved by the Carson City Community Vitality Act of 2009. *(Juan Guzman)*

Staff Summary: The Carson City Community Vitality Act provides, among other matters, that an amount equal to 25% of the difference between the purchase of the Bernhard parcel from Carson City by the Bureau of Land Management in March of 2006 and the purchase of the Bernhard parcel by Carson City from the Bernhard Family in July of 2001 shall be deposited in the special account established for the stewardship of the Silver Saddle Ranch conservation easement.

14. City Manager

For Possible Action: To appoint members to the Carson City Ethics Ordinance Review Committee. *(Larry Werner)*

Staff Summary: On August 1, 2013 the Board of Supervisors adopted Resolution 2013-R-36, creating the Carson City Ethics Ordinance Review Committee and agreed to have each Supervisor nominate a committee member. Nominations are Ande Engleman (Mayor Crowell), Janette Bloom (Supervisor Abowd), Caren Cafferata-Jenkins (Supervisor Shirk) Angela Miles (Supervisor Bonkowski) and Dawn Ellerock (Supervisor McKenna).

15. Board of Supervisors

Non-Action Items:

Status review of projects

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

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. City Manager

For Possible Action: To appoint one member to the Carson City Shade Tree Council to fill an unexpired term ending January 2014. (*Larry Werner*)

Staff Summary: CCMC 2.18.010 provides for the Board of Supervisors to appoint seven members to the Shade Tree Council. There is one open position due to member's resignation. Jens Peerman has applied for appointment.

17. Supervisor Abowd & Supervisor Bonkowski

For Possible Action: Presentation by Downtown 20/20 on the Downtown Carson City Revitalization Plan consisting of three major components - Business Activity; Special Events and Promotions; and Beautification, Circulation and Parking. Possible action to accept the plan and direct staff to review the plan and report their findings to the Board at the earliest time feasible.

Summary: In April 2013, the Downtown 20/20, a group of businesses and citizens, appeared before the Board of Supervisors to advocate for removal of the fences that lined Carson Street in downtown and restriping of the street that would have eliminated one lane going each way and added parallel parking. At the time, the Board directed staff to remove the fences and asked the Downtown 20/20 to develop a revitalization plan that addresses other issues related to components of a successful downtown, not just the addition of on-street parking. The group has worked since that time and developed the Downtown Carson City Revitalization Plan that is included in your agenda packet. The plan provides historic information, a review of previous plans and studies, a SWOT analysis, an overview of the Downtown 20/20 organization and recommendations surrounding three components of the plan - Business Activity; Special Events and Promotions; and Beautification, Circulation and Parking. Many of the projects identified in the plan include participation by Carson City as well as other organizations.

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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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.*

*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.*

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: August 8, 2013