

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

Day: Thursday
Date: May 1, 2014
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** - Nick Emery, Good Shepherd Wesleyan Church
- 4. Pledge of Allegiance**
- 5. Public Comment:****
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Adoption of Agenda**
- 7. Special Presentations**
 - A) Presentation of a proclamation for “University of Nevada Cooperative Extension Day,” May 8, 2014. *(JoAnne Skelly)*
 - B) Presentation of a proclamation for “Nevada Wildfire Awareness Month,” May 2014. *(Stacey Giomi)*
 - C) Presentation of a proclamation for “Bike Month,” May 2014. *(Cortney Bloomer)*
 - D) Presentation of a proclamation for “Historic Preservation and Archaeological Awareness Month,” May 2014. *(Jed Block, Historic Resources Commission Chairman)*
 - E) Presentation of a proclamation for “National Public Works Week,” May 18-24, 2014. *(Darren Schulz)*

8.

Consent Agenda

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.

8-1. Treasurer

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

Staff Summary: Per NRS 361.5648(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.

- B) For Possible Action: To approve the partial removal and partial refund of taxes to the 2013-2014 Real Property Tax Roll on parcels #10-531-23; #3-033-10; #3-361-13; #2-672-16; #8-031-06; #8-093-05; #9-463-07 due to donation of Veteran's Exemption to the Veteran's Home. *(Alvin Kramer)*

Staff Summary: Per NRS 361.0905 Section 1, qualified Veteran's Exemption can go to State Veteran's Home established pursuant to NRS 417.145.

8-2. Clerk-Recorder

For Possible Action: To set the time for the close of registration for the Primary and General Elections in 2014. *(Alan Glover)*

Staff Summary: The Board of Supervisors may approve allowing the Clerk to close "in office" voter registration at 5:00 p.m. the last two days on which registration is open. In 2012 and previous years no one came in to register to vote after 5:00 p.m. Citizens can register to vote online until 12 midnight on the last day to register.

8-3. 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 April 22, 2014 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.

8-4. Purchasing and Contracts

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

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

8-5. Parks and Recreation

For Possible Action: To approve a reclassification of an Administrative Assistant to a Business Manager within the Parks and Recreation Department. *(Roger Moellendorf)*

Staff Summary: The employee is currently performing the duties that are appropriate for a Business Manager position. The employee was erroneously downgraded from an Administrative Assistant II grade 19 to an Administrative Assistant grade 15 on June 3, 2010 due to an adjustment through conversion to the P2K system. This demotion was made without performing a job audit or without notifying the employee or the employee's supervisor, the department director. This situation wasn't discovered until July 1, 2013 after the employee's performance evaluation revealed that the employee was topped out and not eligible for a full merit increase. The Internal Finance Committee approved bringing this reclassification request to the Board of Supervisors on March 12, 2014 with the recommendation that if approved the reclassification would take effect July 1, 2014.

(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. City Manager

For Possible Action: To adopt, on second reading, Bill No. 107, an ordinance amending Title 21-Taxation of the Carson City Municipal Code by adding a new Chapter 21.08-Infrastructure Sales Tax for the purpose of imposing a sales tax in Carson City of one-eighth of one-percent on retail sales; by adding a new Section 21.08.010-Definitions; by adding a new Section 21.08.020-Imposition of Tax, refunds, effective date of tax, repeal of tax; by adding a new Section 21.08.030-Use of Proceeds of Tax; by adding a new Section 21.08.040-Payment of Proceeds of Tax to Department, Contract With Department; by adding a new Section 21.08.050-Incorporation of Provisions of Chapter 374 of NRS; by adding a new Section 21.08.060-Creation Of Infrastructure Fund; by adding a new Section 21.08.070-Issuance of Bonds, Notes and Other Securities; by adding a new Section 21.08.080-Impairment of Obligations Prohibited; to create an infrastructure fund for the accounting of the tax; to provide for payment of the proceeds of the tax to the Nevada Department of Taxation; to authorize a contract with the Nevada Department of Taxation related to the administration and operation of the tax; to incorporate certain provisions of chapter 374 of NRS; to provide for the issuance of bonds and other securities; and other matters properly related thereto; and repealing in its entirety Ordinance No. 2014-5 adopted by the Board of Supervisors on March 6, 2014. *(Marena Works)*

APPROVAL OF THE ORDINANCE IMPOSING A SALES TAX PURSUANT TO NRS 377B.100 REQUIRED AN AFFIRMATIVE VOTE OF TWO-THIRDS MAJORITY OF THE MEMBERS OF THE BOARD OF SUPERVISORS.

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects as identified in the Plan of Expenditure adopted by the Board of Supervisors on April 17, 2014. The construction projects that would be funded by the sales tax are (i) street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors; (ii) the construction, expansion, improvement, and/or equipping of a new animal services facility; (iii) the construction, expansion, improvement, and/or equipping of a multi-purpose athletic center; (iv) and the construction of improvements to, remodeling, and/or equipping of the existing Community Center. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

11. District Attorney

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 10-Vehicles and Traffic, Section 10 Special Responsibilities of Vehicle Drivers and Owners, Section 10.25.060 Driving While License Canceled, Suspended or Revoked-suspended Sentences and Plea Bargaining Prohibited-penalties by updating the Nevada Revised Statutes which pertain to driving under the influence of alcohol or a controlled substance in the section to reflect the changes made by the legislature's replacing and restructuring of NRS Chapter 484-Traffic Laws; and by adding the express language that the mandatory punishments listed do not apply when the revocation period has expired; and other matters properly related thereto. *(Tina Russom)*

Staff Summary: Currently, Title 10, Chapter 25 Section 10.25.060 driving while license canceled, suspended or revoked- suspended sentences and plea bargaining prohibited- penalties, cites to provisions of Chapter 484 of the NRS which have been re-numbered. This ordinance updates the NRS sections cited in the CCMC. As the sections of the NRS the CCMC currently cites have been replaced with new sections, the CCMC should reflect such changes.

12. Community Development - Planning

For Possible Action: To recommend to the U.S. Department of Housing and Urban Development (HUD) approval of the Carson City 5-Year Consolidated Plan and 2014-15 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. *(Janice Brod)*

Staff Summary: At the March 6, 2014 Board of Supervisors meeting, the Board reviewed and approved the 2014-15 CDBG Public Services and Public Improvements funding recommendations and opened a 30-day comment period for the 5-year Consolidated Plan and the 2014-15 Annual Action Plan. The Consolidated Plan helps jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. The CDBG funding available to Carson City for fiscal year 2014-15 is \$362,962.

13. Recess as Board of Supervisors

Redevelopment Authority

14. Call to Order & Roll Call – Redevelopment Authority

15. Public Comment:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

16. Office of Business Development

- A) For Possible Action: To approve amended Redevelopment Authority Citizens Committee (RACC) bylaws to bring the bylaws into conformance with the Board of Supervisors' policies and procedures for advisory boards, commissions, and committees. *(Lee Plemel)*

Staff Summary: The Board of Supervisors adopted policies and procedures applicable to all advisory boards, committees, and commissions in September 2012. The current RACC bylaws were last amended in 2011. The purpose of this item is to amend the RACC bylaws to comply with the Board's policies.

- B) For Possible Action: To approve and make a recommendation to the Board of Supervisors to authorize the expenditure of one dollar (\$1) from the Fiscal Year 2013/14 Redevelopment Revolving Fund to establish a revolving loan account for loans to small businesses pursuant to the provisions of Assembly Bill 417 adopted by the 2013 Nevada State Legislature, including approval of the policies and procedures for accepting applications and processing such loan requests. *(Lee Plemel)*

Staff Summary: Nevada Revised Statutes (NRS) 279.700-740 requires every redevelopment agency in Nevada to create a revolving loan account that may be used to make loans at or below market rate to new or existing small businesses within the redevelopment area, subject to available funding. NRS also requires each redevelopment agency to adopt regulations for processing such loans. Carson City Redevelopment staff has worked with RAN (Redevelopment Association of Nevada) members to develop draft policies and procedures for review. The intent of funding the account with one dollar at this time is to comply with the provisions of NRS but not fully fund and implement the loan program this year.

17. 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.

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

19. Reconvene as the Board of Supervisors

20. Community Development - Office of Business Development

For Possible Action: To adopt a Resolution authorizing the expenditure of one dollar (\$1) from the Fiscal Year 2013/14 Redevelopment Revolving Fund to establish a revolving loan account for loans to small businesses pursuant to the provisions of Assembly Bill 417 adopted by the 2013 Nevada State Legislature, including approval of the policies and procedures for accepting applications and processing such loan requests. *(Lee Plemel)*

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

Staff Summary: Nevada Revised Statutes (NRS) 279.700-740 requires every redevelopment agency in Nevada to create a revolving loan account that may be used to make loans at or below market rate to new or existing small businesses within the redevelopment area, subject to available funding. The intent of

funding the account with one dollar at this time is to comply with the provisions of NRS but not fully fund and implement the loan program this year.

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 Redevelopment Plans.

21. City Manager

Presentation Only: Presentation and discussion regarding general Carson area noxious weed concerns, current local efforts on noxious weed control, and the state statutes that govern regulatory actions regarding noxious weed control. (*Jamie Greer, Nevada Department of Agriculture - Noxious Weed Program*)

Staff Summary: In recent years the Nevada Department of Agriculture (NDA) Noxious Weed Program has undergone various personnel changes. In addition the state has received an increase in pressure from various stakeholders to increase noxious weed control regulatory activity throughout state. For these reasons, the NDA Noxious Weed Program would like to make this presentation to the Board of Supervisors. The overall objective of this presentation is to revive state and county/city partnerships and communication regarding noxious weed control in this area and to begin to explore various options for both the state and county/city to improve noxious weed control and regulatory actions in the future.

22. Parks and Recreation - Open Space

Discussion only regarding status report of projects and activities of interest within Carson City by Leon Thomas, Jr., Bureau of Land Management, Sierra Front Field Management Office Manager. (*Juan Guzman*)

Staff Summary: Mr. Leon Thomas, Jr., Field Office Manager for the Sierra Front BLM office will provide a status report of projects and activities by BLM within Carson City and the surrounding area.

23. Board of Supervisors

Non-Action Items:

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

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

****PUBLIC COMMENT LIMITATIONS** - The Mayor and Supervisors meet at various times as different public bodies: 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. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to

adjournment. In addition, it is the Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair 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, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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.

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 191. For specific dates and times - www.bactv.org.

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, Carson City, Nevada (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: April 24, 2014