

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND JOINT MEETING WITH THE CARSON CITY CHARTER REVIEW COMMITTEE**

Day: Thursday
Date: July 17, 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** - Jack Hutchens, Sheriff's Office Chaplain
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**

Presentation of a proclamation for National Night Out Crime, Drug and Violence Prevention, August 2014. (*Ken Furlong, Steve Albertsen and Lisa Davis*)

Ordinances, Resolutions, and Other Items

JOINT MEETING OF THE CARSON CITY BOARD OF SUPERVISORS WITH THE CARSON CITY CHARTER REVIEW COMMITTEE PURSUANT TO SECTION 1.090 OF THE CARSON CITY CHARTER

8. **Call to Order and Roll Call of the Charter Review Committee**
9. **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.

10. For Possible Action: Approval of Minutes - June 23, 2014

11. Charter Review Committee

A) Status report and briefing on the work of the Charter Review Committee. *(Rob Joiner)*

Staff Summary: The Charter Review Committee will provide a briefing of their meetings held on April 23, 2014, May 20, 2014 and June 23, 2014.

B) For Possible Action: The Board of Supervisors will discuss and possibly adopt a recommendation from the Charter Review Committee to amend the Carson City Charter, Section 1.090 to have the Charter Review Committee chairperson or their committee member designee attend the legislature with City representatives on any changes to the City Charter. *(Rob Joiner)*

Staff Summary: The Carson City Charter Review Committee brought forth, discussed and took action on this item at their June 23, 2014 meeting.

C) For Possible Action: The Board of Supervisors will discuss and possibly designate a Charter Review Committee representative to attend the 2015 Legislature with City representatives on any changes to the City Charter. *(Rob Joiner)*

Staff Summary: The Carson City Charter Review Committee brought forth and discussed this item at their June 23, 2014 meeting.

D) For Possible Action: The Charter Review Committee will discuss and possibly authorize pursuant to Section 1.090(2) of the Carson City Charter a member of the Charter Review Committee to seek bill sponsorship by a Carson City representative member of the Nevada Legislature to amend the Carson City Charter Section 1.090 to add a provision to provide for the Charter Review Committee chairperson or his or her committee member designee to attend the Legislature with City representatives regarding any changes to the City Charter. *(Rob Joiner)*

Staff Summary: Section 1.090(2) of the Carson City Charter states “If The Board elects not to submit the Committee’s recommended amendments to the Legislature as one of the City’s legislative measures, the Committee may vote to authorize a member of the Committee to seek sponsorship of a legislative measure by a member of the Senate or Assembly delegation representing the residents of the City and to assist the Senator, Assemblyman or Assemblywoman, as applicable, in the timely preparation of such amendments for presentation to the Legislature. The member of the Committee shall not represent that any such legislative measure is approved or supported by the Board and shall disclose to the Senator, Assemblyman or Assemblywoman, as applicable, that the legislative measure is not approved or supported by the Board.”

12. 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.

13. For Possible Action: To Adjourn the Carson City Charter Review Committee

14. Treasurer

PUBLIC HEARING:

- A) For Possible Action: Public Hearing on the city investment policy and review and possible action to accept the policy as presented. *(Al Kramer)*

Staff Summary: According to the Carson City Charter, Sec.3.045 2 (d), the Treasurer shall establish and maintain a policy for the investment of the surplus money of Carson City. The board of supervisor shall review the policy at least once a year at a public hearing at which public comment is accepted. There have been no changes to the investment policy in the past year.

- B) For Possible Action: To approve the partial removal of taxes and penalties of \$ 610.19 of taxes for parcel 004-141-05 (located at Palo Verde Dr.) from FY 2013-2014 and prior year taxes and interest of Real Property Tax Roll per NRS 361.060. *(Al Kramer)*

Staff Summary: The property located at Palo Verde Drive was quit claimed to the City of Carson City on August 6, 2013 (APN 004-141-05). This property is now tax exempt per NRS 361.060. The Treasurer's Office is asking that Fiscal Year 2013-2014 taxes be prorated from July 1, 2013 thru August 6, 2013 and that the remaining taxes and penalties be removed from the FY 2012-2013 and FY 2013-2014 Real Property Taxes.

15. Public Works

For Possible Action: To approve Amendment #2 of a lease agreement for an easement described in Recorded Document #417657, located on APN 007-091-81 south of Timberline Drive. *(Darren Schulz)*

Staff Summary: The subject easement is located south of Timberline Drive on APN 007-091-81, a parcel owned by the State of Nevada. The easement was created in 2004 for an aquifer recharge project, access road and monitoring wells. The lease for the subject easement was amended in 2011 to raise the easement fee from \$1,115.00 to \$2,485.00 annually. The current lease expired June 30, 2014. This amendment would extend the lease two years until June 30, 2016 with no fee increase. This would make the lease end date coincide with the 5-year review cycle. The rental fee would be reevaluated in 2016 and a new 5-year lease would be issued.

16. Community Development and Public Works

For Possible Action: To accept an updated tentative Sales Tax Project schedule and budgets to plan, design, and construct the projects identified in the one-eighth percent sales tax Plan of Expenditure including the Animal Services Facility, Multi-purposes Athletic Center (MAC), street and pedestrian improvements in the downtown area, Carson Street, and William Street/Highway 50 East commercial corridors, and Community Center improvements. *(Darren Schulz/Lee Plemel)*

Staff Summary: Staff will present an updated schedule and updated budgets for completing the proposed projects and may receive direction from the Board regarding various aspects of planning, design, and construction of those projects. The Board of Supervisors adopted the Plan of Expenditure for the proposed projects on April 17, 2014. On May 15, 2014 the Board approved the schedule with a request to proceed with construction of the MAC as a top priority.

17. Finance

For Possible Action: To adopt a resolution concerning the financing of certain infrastructure projects set forth in NRS 377B.160(3); directing the Clerk to notify the Carson City Debt Management Commission of the City's proposal to issue general obligations therefor; providing certain details in connection therewith; providing for the reimbursement of expenditures from the proceeds of bonds; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The Resolution directs notice to the Carson City Debt Management Commission of the City's intent to issue \$13,600,000 of general obligation infrastructure sales tax bonds additionally secured by a pledge of the revenues received by the City from the Infrastructure Sales Tax approved by the City and set forth in Chapter 21.08 of the Carson City Municipal Code.

18. Purchasing and Contracts

- A) For Possible Action: To accept the Public Works Department's recommendation to approve Amendment No. 1 to Contract No. 1213-144A with Miles Construction, titled "CMAR Pre-Construction Services for the Multi-Use Athletic Center (MAC)" to increase the contract term. *(Kim Belt)*

Staff Summary: Miles Construction's contract term has expired and needs to be extended to allow contractor to complete Pre-Construction Services through the design completion.

- B) For Possible Action: To approve Contract No. 1415-027 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Valentiner Crane Architects to provide Professional Services for Carson City Multi-Purpose Athletic Complex Architectural and Engineering Design through December 30, 2016 for a not to exceed amount of \$251,763.00 to be funded from the Q18 Capital Park Improvements/New Gym as provided in FY 2014/2015 and FY 2015/2016. *(Kim Belt)*

Staff Summary: The Public Works Department is interested in hiring Valentiner Crane Architects to provide architectural and engineering services to complete the design of the Multi-Purpose Athletic Complex (MAC) project. The firm is a recognized expert specializing in athletic and recreational buildings and is familiar with the project having performed the design of the project to the 60% point.

19. Parks and Recreation

- A) For Possible Action: To approve a recommendation from the Parks & Recreation Commission of a "Notice and Acceptance of Exercise of Option" for the purchase by the City of property owned by the Boys and Girls Clubs of Western Nevada, located along Russell Drive for the construction of the Multi-purpose Athletic Center (MAC). *(Roger Moellendorf)*

Staff Summary: On June 18, 2009 the Board of Supervisors approved the purchase of an option for ten years to acquire property owned by the Boys and Girls Clubs of Western Nevada located along Russell Drive for the purpose of constructing an indoor recreation center. The indoor recreation center has since been changed to the Multi-purpose Athletic Center (MAC). The final acquisition will be completed through an additional fee of \$10.00.

- B) For Possible Action: To approve a recommendation from the Parks & Recreation Commission regarding a request from the Boys and Girls Clubs of Western Nevada to name the Pony Express Pavilion the Marv Teixeira Pony Express Pavilion. *(Roger Moellendorf)*

Staff Summary: During the July 1, 2014 Parks & Recreation Commission meeting the Commission took action to approve a request from the Boys and Girls Club of Western Nevada to name the Pony Express Pavilion after former mayor Marv Teixeira. The Commission voted 8-1 (Lehmann dissenting) to recommend that the Board rename the Pony Express Pavilion the Marv Teixeira Pony Express Pavilion.

20. Community Development - Planning

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 2015 and 2016 and estimating the maximum number of residential building permits for the years 2017 and 2018; 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. *(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 647 residential permits are recommended for 2015. The commercial and industrial daily water usage threshold has historically been 7,500 gallons per day, above which Growth Management Commission approval is required, and is recommended to continue for 2015.

21. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 10, 2014 thru July 7, 2014. *(Nick Marano)*

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.

22. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through July 08, 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.

- B) For Possible Action: To accept the Employee Efficiency Study Work Plan for selected departments of Carson City as prepared by Moss Adams for an amount not to exceed \$52,000 plus expenses. (*Nick Providenti*)

Staff Summary: The Board of Supervisors at their meeting held on June 5, 2014 directed Moss Adams to prepare an Employee Efficiency Study for selected departments of Carson City.

23. Board of Supervisors

Non-Action Items:

Future agenda 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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 1:30 P.M. –

24. City Manager

For Possible Action: To appoint three members to the Carson City Visitors Bureau as representatives for the following positions: Other Commercial Interests, Hotel/Motel Industry and Citizen-at-Large all for two year terms that expire July 2016. (*Nick Marano*)

Staff Summary: NRS 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Visitors Bureau. The categories for representatives are as follows: two members to represent the hotel and motel operators in the city; one member to represent the other commercial interests in the city; one member who is a member of the Board of Supervisors; one member to represent the city-at-large. There are three positions open due to the expiration of the current members' terms. Diane Phillips has applied for: Hotel/Motel Industry. Robert Joiner has applied for: Other Commercial Interests. Renee Plain has applied for: Other Commercial Interests. A reappointment request was received from Jonathan Boulware for: Hotel/Motel Industry and Stan Jones for: Citizen-at-Large. No other applications were received.

25. Community Development - Planning

- A) For Possible Action: To approve a request from Schulz Investments, LLC for a Tentative Subdivision Map for six single-family residential lots ranging in size from 5.13 acres to 5.87 acres on property zoned Single Family Five Acre (SF5A), located on Old Clear Creek Road, APN 007-051-72. (TSM-14-022) (*Susan Dorr Pansky*)

Staff Summary: Approval of this request would result in six single-family residential units on approximately 32.68 acres on property zoned Single Family Five Acre (SF5A). The proposed lot sizes range from 5.13 acres to 5.87 acres and meet the minimum requirements of the Single Family Five Acre zoning district.

- B) For Possible Action: Request to modify the existing Governor's Square Planned Unit Development from Mark Turner (property owner: Stewart and 50 Plaza LLC and Yort LLC) to convert six commercial lots to residential uses, thereby increasing the total number of residential units to a maximum of 60, on property zoned Neighborhood Business-Planned Unit Development (NB-P), located at 1205, -15, -35, -45, -65, and -85 Barossa Way, APNs 004-361-01, -02, -03, -04, -05 and -06. (PUD-14-039) (Susan Dorr Pansky)

Staff Summary: Approval of this request would result in the conversion of six existing commercial lots in the Governor's Square Planned Unit Development to residential lots and increase the overall number of approved residential units in the Planned Unit Development from 48 to 60 in support of the development of 12 duplex units.

26. 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.

27. For Possible Action: To Adjourn

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***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 provided 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.*
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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 agendized 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 191. 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, Carson City, Nevada (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 Roop Street
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: July 10, 2014