

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

Day: Thursday
Date: August 21, 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** - Louie Locke, Fountainhead Foursquare 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 recognizing September 21-28, 2014 as the International Week of Peace and Nonviolence. *(Barbara Scott, Sierra Interfaith Action for Peace)*
 - 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.

Ordinances, Resolutions, and Other Items

- 8. Sheriff**
 - A) For Possible Action: To accept the Office of Criminal Justice Assistance Grant 14-JAG-02, Regional Gang Initiative in the amount of \$150,000. *(Sheriff Furlong)*

Staff Summary: This grant application will continue the efforts of the Regional Gang Initiative. The program was initially funded in FY10 by the American Recovery and Reinvestment Act. The funding source has transferred and is now awarded by the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will partially fund one deputy sheriff in Carson City, Lyon County and Douglas County. Each county is responsible for any matching funds necessary to participate in the program. Grant period is 07/01/14-06/30/15.

- B) For Possible Action: To accept the Office of Criminal Justice Assistance Grant 14-JAG-03, TriNet Narcotics Task Force, in the amount of \$78,500. (*Sheriff Furlong*)

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. This grant provides partial funding for two positions assigned to the TriNet Narcotics Task Force. Grant period is 07/01/14-06/30/15.

9. Treasurer

For Possible Action: To order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the property as stated in the order the following properties: 001-031-08; 002-134-07; 002-244-04; 002-662-06; 003-063-06; 003-285-02; 003-285-03; 004-055-06; 004-066-02; 004-068-08; 005-073-04; 005-073-05; 007-531-24; 008-161-39; 008-175-31; 008-522-12; 008-522-13; 008-562-25; 008-631-10; 008-691-07; 008-731-05; 009-657-37; 010-351-18; 010-402-10; 010-403-04; 010-425-38; 010-441-21; 010-582-01. While this required step towards a tax sale is now being taken, some of these properties may be protected from sale under US Bankruptcy laws. (*Al Kramer*)

Staff Summary: Per NRS 361.595, Section 2. If the property is to be sold, the Board of County Commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order. Should it be determined that there is a public interest in having the City own any of these parcels, an agenda item will be put before the Supervisors for their acceptance of said parcels.

10. Assessor

For Possible Action: To approve the reclassification of the Assessor's Office Hourly Clerical position to a Management Assistant I using the monies forfeited to the General Fund from the Assessor's Technology Fund. (*Dave Dawley*)

Staff Summary: The Assessor's Office currently has an hourly clerical position, however, due to staffing and workload constraints, the Assessor is seeking to reclassify the hourly clerical position to a Management Assistant I. An evaluation of the job responsibilities revealed an additional and greater need for full-time administrative support.

11. Public Works

For Possible Action: To authorize additional funding to the transit fund to support increased service on the Jump Around Carson (JAC) transit system. (*Patrick Pittenger*)

Staff Summary: The Carson City Regional Transportation Commission (RTC) reviewed an item regarding an expansion to the JAC transit system by providing longer service into the evening hours. However, implementation of this service is contingent upon having the available additional funds in future fiscal years.

12. Community Development - Planning

- A) For Possible Action: To approve a request from Jack and Sheryl McLaughlin for Historical Tax Deferment on property located within the Historic District, located at 611 West Robinson Street, APN 003-243-01. *(Susan Dorr Pansky)*

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City. The property is currently receiving Historical Tax Deferment but it must be re-applied for whenever the property ownership changes.

- B) For Possible Action: To approve a request for a one year extension for the Tentative Planned Unit Development residential subdivision known as Clearview Ridge, located west of Cochise Street between West Roventini Way and West Overland Street, APNs 009-263-06, -07, -08 and -09, extending the time for filing the first final map to September 6, 2015. (TPUD-06-146) *(Susan Dorr Pansky)*

Staff Summary: Pursuant to the approved development agreement between Carson City and Roventini, LLC, the developer of the subdivision may request an extension of time required to file a final map if the request is made in writing prior to expiration. Approval of this extension would keep the subdivision approval valid and allow time for the developer to complete site improvement design and secure required bonding for the first phase of the project. Clearview Ridge is currently approved for 73 single-family detached units.

13. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of July 8, 2014 thru August 11, 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.

14. 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 August 12, 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 adopt a resolution creating the Infrastructure Fund, a special revenue fund. (*Nick Providenti*)

Staff Summary: The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund and the method for controlling the expenses and revenues of the fund.

- C) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$552,503.94 in uncollectible accounts receivable. (*Nick Providenti*)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- D) For Possible Action: To adopt a resolution of intent, proposing the issuance of, and authorizing the publication of notices relating to, general obligation (limited tax) infrastructure sales tax bonds (additionally secured by pledged revenues) for the purpose of financing infrastructure projects for the City; providing the manner, form and contents of the notices; authorizing the City Manager or City Finance Director to arrange for the sale of the bonds; providing other matters properly related thereto; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: Staff is requesting the Board of Supervisors approve a resolution of intent to issue general obligation (limited tax) infrastructure bonds additionally secured by pledged revenues and authorize the City Manager or City Finance Director to arrange for the sale of the bonds.

- E) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$5,342,000 Carson City Nevada General Obligation (Limited Tax) Water Refunding Bonds (Additionally Secured by Pledged Revenues) Series 2014C, the \$3,641,000 Carson City, Nevada General Obligation (Limited Tax) Sewer Refunding Bonds (Additionally Secured by Pledged Revenues) Series 2014D and the \$8,791,000 Carson City, Nevada General Obligation (Limited Tax) V&T Historical Refunding Bonds (Additionally Secured by Pledged Revenues) Series 2014E. (*Nick Providenti*)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

15. Purchasing and Contracts

For Possible Action: To determine that Contract No. 1415-050 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1415-050 for professional services to be provided by Charles Abbott Associates, Inc. through September 2, 2016, for an amount established solely from a percentage of Building Permit fees collected as identified in the Contract to be funded from the Building Division Building Permit revenues as provided in FY 2014/2015 and FY 2015/2016. (*Kim Belt*)

Staff Summary: The proposed Contract is for professional services to replace three Building Division position vacancies, the Building Official and two building inspectors, with contract employees to provide the services previously conducted by those employees. The services include building permit plan check and building permit inspections, as well as other functions previously performed by the Building Official. The Contract would be paid from a percentage of Building Permit fees collected, as set forth in the Contract. The Building Division operates as an enterprise fund where operations are funded through permit fees.

16. 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

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.

Following adjournment of the meeting, the Carson City Board of Supervisors will meet with its management representatives to discuss labor negotiations pursuant to NRS 288.220(4).

18. 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: August 14, 2014