

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**

Day: Thursday
Date: April 3, 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** - Ken Haskins, First Christian 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: Approval of Minutes** - January 16, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation for National Service Recognition Day. *(Susan Haas, RSVP)*
 - B) Presentation of a proclamation for Fair Housing Month, April 2014. *(Silver State Fair Housing Council)*

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. Assessor

For Possible Action: To approve the correction, decrease and refund of the taxes for the 2010/11, 2011/12, 2012/13 and 2013/14 tax years for parcel number 010-642-10 (3752 Margaret's Court) per NRS 361.765 and NRS 361.768 in the amount of \$1270.83. *(Kimberly Adams)*

Staff Summary: The property located at 3752 Margaret's Court was re-measured and upon the re-measurement it was discovered that there was an error in the calculation of the square footage. This correction will result in a decrease in the amount of \$306.14 for the 2010/11, a decrease of \$315.31 for the 2011/12 fiscal year, a decrease of \$324.78 for the 2012/13 fiscal year and a decrease in the amount of \$324.60 for the 2013/14 fiscal year. The Assessors Office is requesting that the current fiscal year taxes be corrected and refunded along with the preceding three years for a total amount of \$1270.83 per NRS 361.765.

9-2. 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 March 24, 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 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 \$733,793.45 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.

9-3. Public Works

- A) For Possible Action: To approve the dedication of right-of-way from APN 009-303-02, located on Vista Grande Boulevard, just south of Old Clear Creek Road. *(Darren Schulz)*

Staff Summary: APN 009-303-02 is a parcel owned by Carson City Parks Department. The parcel is located in the northwest corner of Fuji Park, in Carson City. Vista Grande Boulevard currently exists within a 50' access easement across the subject parcel. This dedication would create right of way to contain water system improvements as well as Vista Grande Boulevard. The width on the southern end at the county line would be consistent with the 80' right of way for Vista Grande Boulevard in Douglas County.

- B) For Possible Action: To approve the dedication of an 80 foot wide strip of right-of-way from Douglas County APN 1420-06-502-001, located on Vista Grande Boulevard, just south of the Carson City/Douglas County line. *(Darren Schulz)*

Staff Summary: Douglas County APN 1420-06-502-001 is a parcel owned by Carson City but located in Douglas County. The parcel is located in the southwest corner of Fuji Park. Vista Grande Boulevard currently exists within a 50' easement for road and utility purposes across the subject parcel. This dedication would result in a consistent 80' right of way for Vista Grande Boulevard in Douglas County.

- C) For Possible Action: To adopt a resolution and approve an interlocal agreement between Carson City and the Nevada Tahoe Conservation District for the purpose of stormwater asset updates to the facilities database assistance. *(Robert Fellows)*

Staff Summary: Carson City and the Nevada Tahoe Conservation District wish to enter into an interlocal agreement for the purpose of stormwater asset updates to the facilities database. The Nevada Tahoe Conservation District has the knowledgeable staff and experience to assist Carson City with asset location, attributes and GIS database information input.

- D) For Possible Action: To approve of the submittal of an application for a Transportation Investment Generating Economic Recovery (TIGER) planning grant for the planning and design of a complete streets and corridor improvements project. *(Patrick Pittenger)*

Staff Summary: Staff is seeking Board approval to apply for a TIGER planning grant for the planning and design of the downtown Carson Street Complete Streets project and Carson Street and William Street/U.S. Highway 50 East corridor improvements.

9-4. Purchasing and Contracts

For Possible Action: To approve Contract No. 1314-172, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its sale by public auction desirable and in the best interest of Carson City. *(Kim Belt)*

Staff Summary: Staff has requested the following vehicles and/or equipment to be declared surplus and authorize their disposal by public auction to be conducted by TNT Auctions on April 12, 2014.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

11. Call to Order & Roll Call – Liquor and Entertainment Board

12. 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.

13. Community Development - Business License

For Possible Action: To approve Osu Kwon as the liquor manager for Hiroba Sushi, LLC dba Tomo Sushi & Grill (Liquor License #14-29990) located at 135 Clearview Drive, Ste 124. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Hiroba Sushi, LLC dba Tomo Sushi & Grill is a sushi restaurant. The liquor license will be a dining room with beer and wine only. Osu Kwon is the owner of the restaurant. Staff is recommending approval.

14. 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.

15. For Possible Action: To Adjourn as the Liquor and Entertainment Board

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

17. Any item(s) pulled from the Consent Agenda will be heard at this time.

18. Courts and Clerk-Recorder

For Possible Action: To approve the purchase of a Flexscan microfilm scanner, Flexscan software and essential items for the proper installation and functioning of the equipment in the amount of \$59,782 using court restricted funds pursuant to NRS 19.0302. (*Max Cortes and Alan Glover*)

Staff Summary: The microfilm machine used by the Clerk/Recorder's Office has broken and served out its lifespan. The Flexcan microfilm scanner is state of the art and will provide the Clerk/Recorder's Office with the necessary equipment to meet statutory requirements to retain City and Court documents. The Clerk/Recorder in cooperation with the First Judicial District Court Judges has agreed to pool funds to purchase the equipment as a joint project for the benefit of the County Clerk and Court Clerk. Total purchase price is \$67,782.00.

The First Judicial District Court Judges have agreed to use funding pursuant to NRS 19.0302 in the amount of \$59,782 and the Clerk/Recorder's Office has agreed to commit \$8,000.00 towards the purchase. The First Judicial District Court contacted the State of Nevada Archives Office to obtain a quote for scanning the court's documents. The quote came in at \$111,058. Purchasing the equipment is a viable alternative.

19. Community Development - Planning

For Possible Action: To adopt Bill No. 106 on second reading, an ordinance amending the Schulz Ranch Development Agreement between Carson City, Schulz Ranch LLC and Ryder-DUDA LLC to add the phasing of development improvements and other matters properly related thereto. (*Susan Dorr Pansky*)

Staff Summary: Schulz Ranch is a Common Open Space Subdivision located between Center Drive and Schulz Drive on APNs 009-311-64, -65, -67, -68, 010-671-06, -07, -08, -09, -10, -11, -12, -13, -14 and -15. The purpose of this Development Agreement amendment is to provide a phasing plan for improvements as required by the previously approved Schulz Ranch Development Agreement, which will allow the developers to move forward with the project.

20. Purchasing and Contracts

- A) For Possible Action: To reject Herback General Engineering's Bid Protest based on the determination that Sierra Nevada Construction, Inc. did follow Bid Proposal procedures and was the lowest responsive responsible bidder. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, material, tools and equipment necessary for the Costco Intertie and Vista Grande Waterline Project. Herback General Engineering protested the award to Sierra Nevada Construction, Inc. and the award was stayed. Staff is recommending rejection of Herback General Engineering's Bid Protest.

- B) For Possible Action: To determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1314-142 Costco Intertie and Vista Grande Waterline to Sierra Nevada Construction, Inc. for a bid amount of \$1,129,007.00 plus a contingency amount not to exceed \$113,000.00 to be funded from the Public Works Capital Projects/Construction Accounts in various Public Works funds as provided in FY 2013/2014. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Costco Intertie and Vista Grande Waterline Project. The project is connecting water lines from Carson City to Douglas County near Costco along Vista Grande Blvd and Old Clear Creek to provide redundancy for the regional water system and to improve fire flows for this area in anticipation of the freeway project improvements which will eliminate a waterline.

21. Finance

- A) For Possible Action: Presentation, discussion, acceptance and possible direction to staff regarding implementation of the Fleet Management Utilization Study as provided by Moss Adams. *(Michael Bertrand)*

Staff Summary: Moss Adams has been contracted by the Carson City Audit Committee and the Board of Supervisors to provide Internal Audit Services to Carson City. At the July 18, 2013 Carson City Board of Supervisors meeting, the Board approved the Fleet Management Utilization Study. The Fleet Management Utilization Study was presented and accepted by the Carson City Audit Committee on February 11, 2014. Representatives from Moss Adams will be presenting the report.

PUBLIC HEARING

- B) Public hearing on the intent of Carson City, Nevada, to issue a medium-term obligation in an amount of up to \$2,700,000 to finance the cost of purchasing, upgrading, and replacing the equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill. *(Nick Providenti)*

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill.

All persons interested are hereby advised that the Board will hold a public hearing on the proposal for public comment.

- C) For Possible Action: To adopt a Resolution authorizing a medium-term obligation in an amount of up to \$2,700,000 to finance the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill.

22. Public Works and Finance

For Possible Action: To accept the 2014/15-2018/19 Capital Improvement Program. *(Andy Burnham and Nick Providenti)*

Staff Summary: This is the annual update of the City Capital Improvement Program which accompanies the City's annual budget. The significant issue again this year is that the majority of General Fund capital requests have not been budgeted to a significant level because of continuing limited funding available. The Utility capital funding is consistent with the program began this current fiscal year with adoption of the new water, sewer, and stormwater rates. As a result of the anticipated future 1/8th cent sales tax adoption the MAC, Animal Services Facility, and the Corridor and Downtown projects are also included in the CIP.

23. Treasurer

For Possible Action: To order and direct the Carson City Treasurer, should taxes, costs, penalties and interest legally chargeable against the property not be paid, to proceed with steps leading to either the property being sold to satisfy the taxes due or the property being acquired by the City. The property to be noticed is parcel 010-581-15, also known as the Empire Ranch Golf Course. *(Al Kramer)*

Staff Summary: Per NRS 361.595(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, an interest legally chargeable against the property as stated in the order Per NRS 361.603 (2). Whenever any local government determines that a public purpose may be served by the acquisition of the property, it may make application to the board of county commissioners for permission to acquire the property. If the board of county commissioners approves the application, it shall direct the county treasurer to give notice of intent to sell to the last known owner, or heirs, or devisees of the property in the manner provided by law.

As of March 21, 2014, the delinquent taxes, costs, penalties, interest legally chargeable against the property was \$184,037.17. Additional taxes, costs, penalties and interest may be added as this action progresses. A letter has been submitted to the Board of Supervisors by the Carson City Public Works Director indicating that owning this property would serve the public purpose of the Carson City Waste Water Processing Utility and requesting that Carson City acquire this property.

24. Supervisor Shirk

For Possible Action: Discussion and possible direction to staff that the agenda for the April 17, 2014 Board of Supervisors Meeting shall include a time certain beginning at 6:00pm for all agenda items

relevant to the 1/8th cent sales tax ordinance and the proposed expenditures regarding the MAC Building, Animal Shelter, Community Center, and all Corridor projects.

Staff Summary: Upon Board approval part of the meeting being held on April 17, 2014 will include an evening session.

25. 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

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

***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.*

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 agendized 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 226. 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: March 27, 2014